

REGULATIONS

Compiled till May 2019



ENLIGHTENMENT TO PERFECTION

UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade A

P.O. North Bengal University,
Raja Rammohunpur, Dist. Darjeeling,
West Bengal, PIN – 734013

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COMPREHENSIVE REGULATIONS RELATING TO B.A./B.Sc./B.Com. (PART-I, PART-II, PART-III) THREE YEARS (HONOURS & GENERAL) DEGREE COURSE

1. A student may be admitted to B.A./B.Sc./B.Com. three years degree course (General/Honours) after passing the Higher Secondary Examination in the general stream conducted by the West Bengal Council of Higher Secondary Education in (10+2) Pattern after a period of 12 years study or a Examination recognized as equivalent by the University provided he/she has passed in at least four subject excluding environmental studies with English as compulsory subjects. Provided further that all students who have passed the (10+2) Examination before 2007 shall be admitted in terms of pre-amended Regulations.
2. No candidate shall be allowed to taken up any subject except Computer Science, Microbiology, Bio-technology and such other interdisciplinary subjects in B.A./B.Sc./B.Com. Course if he/she has failed to pass in the corresponding subject(s) at the Higher Secondary Examination (10+2) recognized as equivalent by the University.
 - (a) No candidate shall be allowed to taken up physics Honours/General subject if he/she has failed to pass in mathematics and chemistry along with physics and other subject as prescribed at the qualifying examination.
 - (b) No candidates shall be allowed to taken up chemistry Honours/General subject if he/she failed to pass in mathematics and physics along with chemistry and other subject as prescribed at the qualifying examination.
 - (c) A candidate shall also be allowed to taken up Botany/Zoology if he/she has passed in Biology at the qualifying examination.
 - (d) A candidate shall also be allowed to taken up Computer Sciences as Hounours/General subject if he/she has passed in Mathematics at the qualifying examination.
 - (e) Candidates who have passed in Computer Science subject at the qualifying examination but failed to pass in Mathematics at the qualifying examination shall not be allowed to taken up Computer Science as Honours/General subject.
 - (f) (i) A candidate shall be allowed to taken up Micro-biology/Bio-technology Honours/General if he/she has passed in chemistry and Biology at qualifying examination.
(ii) A candidate shall be required to take Chemistry as an elective for study in Microbiology/ Bio-technology Honours.
 - (g) A candidate shall also be allowed to take up Economics as Honours/General subject if he/she has passed in Mathematics or Business economics including Business Mathematics and other subject as prescribed at the qualifying examination
 - (h) No student other then those of science stream and Economics/Geography of Arts stream shall be allowed to take science subjects as elective in general course.
 - (i) No student of Honours category of Arts and Commerce stream other then those of Geography and Economics shall be allowed to take science subjects as elective.
 - (j) While taking elective subjects availability of the said subjects in the concerned colleges shall be taken into cognizance.
3. A candidate shall be allowed to prosecute B.A./B.Sc./B.Com. in general course if he/she has passed the qualifying Examinations in vocational stream subject to clause 1 and 2.

4. a) No candidate shall be allowed to take up more than one of the following Language subject as elective: (i) English (ii) Bengali (iii) Hindi (iv) Nepali (v) Arabic (vi) Urdu (vii) Sanskrit (viii) Modern Tibetan and (ix) Such other subjects as may be introduced by the University from time to time.
- b) A candidate prosecuting Honours in a subject shall not be allowed to take up the same subject as elective.
- c) A candidate prosecuting Honours in a Language subject shall not be allowed to take up another Language subject as elective.
- d) A student shall have to offer the following subjects at the B.A./B.Sc./B.Com. (General) Part-I Examination:
 - i) One compulsory paper of any one of the following languages carrying 50 marks: Bengali, Hindi, Nepali, Urdu, Alternative English, Lepcha, Limboo, Bhutia, Modern Tibetan.
 - ii) Three elective subjects/group each carrying 150 marks (both theory and practical papers wherever relevant) consisting of three halves/Papers.
- e) A student shall have to offer the following subjects at the B.A./B.Sc./B.Com. (General) Part-II Examination.
 - (i) One compulsory paper of English carrying 50 marks.
 - (ii) Corresponding three elective subjects/group of Part-I Examination each carrying 150 marks consisting of three halves/papers.
- f) A student shall have to offer the following subjects at the B.A./B.Sc./B.Com. (General) Part-III Examination:
 - (i) One compulsory paper of Environmental studies carrying 50 marks.
 - (ii) Corresponding three elective subjects/group of Part-II examination carrying 300 marks.
- g) Part-I (500 marks) Part-II (500 marks) and Part-III (350 marks) altogether shall carry 1350 marks for B.A./B.Sc./B.Com. General three year Degree Course Examination.
- h) B.A. / B.Com. (Hons.) Part-I Examination shall consist of the following papers:
 - (i) One Honours subject of 200 marks consisting of two theory/Practical papers (In case of geography consisting of four papers carrying 50 marks each)
 - (ii) Two elective subjects / group each carrying 150 marks consisting of three halves/papers.
 - (iii) One compulsory paper of any one of the following languages carrying 50 marks: Bengali, Hindi, Nepali, Urdu, Alternative English, Lepcha, Limboo, Bhutia.
- i) B.A. / B.Com. (Hons.) Part-II Examination shall consist of the following Papers:
 - i) One Honours subject of 200 marks having two papers (In case geography four papers carrying 50 marks each) corresponding to Part-I Examination.
 - ii) Two elective subjects/group corresponding of Part-I Examination each carrying 150 marks consisting of three halves/Papers.
 - iii) One compulsory paper of English language carrying 50 marks.
- j) B.Sc. Honours Part-I Examination shall consist of the following papers:
 - i) One Honours Subject of 200 having two papers. The division marks to be decided by the council for under-graduate studies and notified by the University.
 - ii) Two elective subjects each carrying 150 marks consisting of three halves/papers.
 - iii) One compulsory subject of any one of the following language carrying 50 marks: Bengali, Hindi, Nepali, Urdu, Lepcha, Limboo, Bhutia, Alternative English.
- k) B.Sc. Honours Part-II Examination shall consist of the following papers:

- i) One Honours subject of 200 marks having two papers corresponding to the Part-I Examination. The division of marks to be decided by the Council for Under Graduate studies and notified by the University.
 - ii) Two elective subjects each carrying 150 marks consisting of three halves/papers.
 - iii) One compulsory paper of English carrying 50 marks.
 - l) A student shall have to offer the following subjects at the B.A./B.Com. (Hons.) Part-III Examination:
 - i) One Honours subject corresponding to Part-II examination of 400 marks consisting of theoretical/Practical Papers.
 - ii) one Compulsory paper of Environmental studies carrying 50 marks.
 - m) Honours Part-III examination shall consist of the following papers:
 - i) Corresponding Honours subjects of 400 marks consisting of theoretical/practical. The division of marks to be decided by the Council for Under Graduate Studies and notified by the University.
 - ii) One compulsory paper of Environmental studies carrying 50 marks.
 - n) Part-I (550 marks): Part-II (550 marks) and Part-III (450 marks) altogether shall carry 1550 marks for B.A. / B.Com. Hons. Three Years Degree Course Examination.
 - o) Any revision of marks of Part-I/II/III shall be decided by the Council for Under Graduate Studies and notification thereof be made by the University.
5. (a) Those candidates who would obtain either (i) 55% marks in the aggregate or (ii) 50% in the aggregate with 60% marks in the subject in the qualifying examinations shall be eligible to apply for admission to Honours course in the subject concerned. Admission to a course shall be subject to availability of seats and based on merit.
- Provided that for SC/ST candidates, the minimum marks for eligibility shall be (i) 50% marks in the aggregate or (ii) 45% in the aggregate with 60% in the subject for admission to Honours course in the subject concerned.
- (b) in the matter of eligibility to apply for admission to Honours courses 54.5% marks or above shall be treated as 55% marks, 49.5 % or above shall be treated as 50% and 59.5% marks or above shall be treated as 60%.
6. a) after admission in First Year Degree Classes in the B.A./B.Sc./B.Com. (Part-I/II/III) Degree Courses (Honours/General), a student shall have to prosecute a regular course of study for period of one academic session/year in 1st Year Class for being eligible to appear at the B.A. / B.Sc. / B.Com. Part-I (Honours/General) Examination another session/year of study 2nd Year Classes (after qualifying in the Part-I Examination) for being eligible to appear at the B.A./B.Sc./B.Com. Part-III (Honours/General) Examination.
- A regular course of study shall mean attendance in at least 75% of the classes actually held in the session/year.
- b) Admission on transfer shall not be permitted other than in the First Year of Degree Classes (Honours/General) and within six months of commencement of classes. A student must offer the same subjects as he/she studied in the previous college.
7. a) In order to pass the B.A./B.Sc./B.Com. (General) Examination, a candidate shall be required to obtain 34% marks in each of the Compulsory and elective subjects (30% marks in theoretical separately in each part and 40% marks in practical separately in each part of laboratory based subjects) in the Part-I, Part-II, and Part-III University Examinations taken together.

- b) A candidate securing at least 34% marks in Compulsory and 30% marks in Elective subjects (30% marks in theoretical and 40% marks in practical separately in laboratory based subjects) at the Part-I Examination shall be given 'QG-II' to imply that candidate has qualified for prosecuting studies in the following academic year in Part-II (Second Year Class). Similarly, a candidate securing at least 34% marks in compulsory and 30% marks in elective subjects (30% marks in theoretical and 40% marks in practical separately in laboratory base subjects) at the Part-II examination shall be given 'QG – III' to imply that the candidate has qualified for prosecuting studies in the following academic year in Part-III (Third Year Class).
8. a) A candidate securing not less than 34% marks in Honours papers (34% marks in theoretical and 40% marks in practical separately in laboratory based subjects) of the Part-I Examination (at the end of First Year Degree Class) and 30% marks in Elective subjects (30% marks in theoretical and 0% marks in practical separately in the laboratory based subjects) and 34% marks in compulsory subject shall be awarded 'QH/II' to imply that he/she has qualified for prosecuting studies in the following academic year in Part-II Examination (second year class). A candidate securing not less than 34% marks (34% marks in theoretical and 40% marks in practical separately in laboratory-based subject) in the Honours papers of Part-II Examination and 34% marks in each of the compulsory and subject separately in Part-I and Part-II Honours University Examinations and 34% marks in each of the elective subjects in Part-I and Part-II Honours University examination taken together (30% marks in theoretical papers separately in each part and 40% marks in practical papers separately in each part in Lab-based elective subjects) shall be awarded 'QH/III' to imply that he /she has qualified prosecuting studies in the following academic year in Part-III Examination (Third Year Class).
- b) A candidates who took up honours in subject may be allowed by the college authorities to revert to general course with that subject as elective subject if the candidates submits application to the principal to this effect before submission of basic information from the respective college to the University his/her attendance in honours classes shall count to towards that in the general classes in that subject.
- c) A student securing 'QH/II or 'QHB II or QHB III may again appear in the immediately following Part-I or Part-II (Honours) examination as casual candidate without attending classes. For this he/she shall have to surrender the mark sheet to the University through the Principal within 15 working days from the date of publication of the result of re-assessment / Scrutiny Candidates whose result of B.A./B.Sc./B.Com. Part-III Honours Examination as a whole as casual candidate without attending class in the immediately following year. For this they shall to surrender their Marksheet to the University alongwith an application through the principal of the college within 15 day from the date of publication of the result of reassessment / scrutiny.
- d) A candidate securing QH-II/QHB-II or QH-III/QHB-III to imply that he/she has qualified for Prosecuting Honours Courses studies in the following academic session in Part-II (Second Year Class)/ Part-III (Third year Class) shall not be allowed to revert to general courses of studies in Part-II / Part-III Classes.
- e) A candidate who has failed in only compulsory subject or one Elective subject/group in the part-I Honours examination shall be awarded QHB back in that subject and he/she shall be eligible to clear that Back subject in the immediately following two Part-I examination along with the Part-II Honours Examination failing which he/she shall have to seek fresh admission to first year class.
- f) A candidate who has failed in only compulsory subject or one elective subject/group in the Part-II Honours examination shall be awarded QHB back in that subject and he/she shall be eligible to clear that Back subject in the immediately following two Part-II examination along with Part-III Honours Examination, failing which he/she shall have to seek fresh admission into first year class.

- g) A candidate who has failed in “Environmental Studies” compulsory subject or one elective subject/group in the Part-III Hons./Gen. Examinations shall be eligible to clear the said subject as a back paper at immediately following two Part-III Examination failing which he/she shall have to seek fresh admission into First Year class subject to availability of seat at the respective colleges. The results in such cases shall be declared as “XX” to imply that the results of Part-I/Part-II/Part-III Examination of such candidates have been cancelled due to failure of clearance of Part-III Back with the stipulated consecutive two chances.
- h) A candidate shall have maximum three consecutive chances to clear each Part of the under graduate Examination, but shall have maximum overall seven consecutive chances to clear all Part-I, Part-II and Part-III Examinations taken together.
9. In order to pass the B.A./B.Sc./B.Com. (Honours) Examination, a candidate must obtain 40% marks in aggregate at the Part-I, Part-II and Part-III Examination taken together in the Honours subject (34% marks in theoretical papers and 40% marks in practical papers separately in laboratory-based subjects in each part) and 34% marks in the compulsory subjects in each part separately and 34% marks in the elective subjects in Part-I and Part-II Honours Examinations taken together (30% marks in theoretical papers and 40% marks practical papers separately in lab-based elective subjects in each part). Candidates securing minimum 30% marks but less than 40% marks in theoretical papers taking together in all Parts-I, II, and III Examination and 40% in practical papers in Honours subject 34% marks in elective subjects in the Part-I and Part-II taken together (30% marks in theoretical papers and 40% marks practical papers separately in lab-based elective subjects in each part) and 34% marks in compulsory subjects indication of ‘P’ in the Marksheet. For this the candidates shall be required to apply through the principal within two months from the date of publication of result of reassessment/scrutiny.
10. a) Honours/General course candidates securing 40% or more marks in the practical papers, but failed to secure pass marks in Part-I/Part-II/Part-III Examination as whole need not appear at the practical examinations of the said Examination again.
- b) A candidate who fails to qualify in the Part-I General examination in only one elective/compulsory subject/group shall have the option to clear that subject/group in the immediately following two Examination. The result shall be declared as QGB back in that subject and such candidate shall be promoted to the Part-II class. Candidate who have cleared Part-I Back in the second chance but did not pass the Part-II examination then he/she shall have to clear Part-II examination as casual candidate in the immediately following two Examination, failing which he/she shall have to seek fresh admission into first year class subject availability of seat at the respective colleges.
- c) A candidate who fails to qualify in the Part-II general Examination in only one elective/compulsory subject/group shall have the option to clear that subject/group in the immediately following two Examination. The result shall be declared as QGB back in that subject and such candidate shall be promoted to the Part-III class. Candidate who have cleared Part-II Back in the second chance but did not pass the Part-III examination then he/she shall have to clear Part-III Examination as casual candidate in the immediately following two examination, failing which he/she shall have to seek fresh admission into first year class subject availability of seat at the respective colleges.
- d) No candidate shall be promoted to the Part-III class unless he/she has cleared Part-I Back. Candidate having passed Part-II Examination but fails to qualify in Part-I Back in the immediately following Year, need not appear in the Part-II Examination, the results of Part-II examination of such candidates shall be kept reserved until the clearance of Part-I Back in the second chance. The results of such candidates shall be declared as PNQ. (Part-I not qualify). Such candidate shall have to

qualify in Part-I Back in the immediately following second chance, failing which he/she has to seek fresh admission in to first year class subject availability of seat at the respective colleges. The result in such cases shall be declared as “XX” to imply that the results of Part-I & Part-II Examination of such candidate have been cancelled due to failure of clearance of Part-I Back in the second chance.

e) Candidate need not appear in Part-III Examination provided he/she has passed Part-III examination but failed to qualify in the Part-II Back in the immediately following year. The results of Part-III Examination of such candidates shall be kept reserved until the clearance of Part-II Back in the chance. The result of such candidates shall be declared as PNQ (Part-II not qualified). Such candidates shall have to qualify Part-II Back in the immediately following second chance, failing which he/she has to seek fresh admission into first year class. The results in such cases shall be declared as “XX” to imply that the results of Part-I/II/III Examinations of such candidates have been cancelled due to failure of clearance of Part-II Back in the second chance.

f) Candidates who have failed in Part-II/Part-III Examination or have failed in both Part-II Part-III and Part-I/II Back Examinations shall appear as casual candidates in both the Examinations in the immediately following year without attending classes, subject to availability of chances to appear in the respective Examination.

g) The result of the candidate of Part-II examination who have failed in one elective subject/group/compulsory subject shall be declared as QHB/QGB. However in such cases of a candidates have not cleared Part- I Back shall not be declared QHB/QGB. In that case candidate shall be declared as ‘X’ to imply that in no case there shall be any double promotion.

11. a) A candidate having appeared and securing at least 60% marks taken together in aggregate of the B.A./B.Sc./B.Com. general Part-I, Part-II and Part-III Examinations shall be awarded first Division.
(b) A candidate having appeared and securing 45% marks or above but less than 60% marks taken together in the aggregate of the B.A./B.Sc./B.Com. Part-I, Part-II and Part-III general Examination shall be awarded Second Division.
(c) A candidate having appeared and securing 34% marks or above but less than 45% marks taken together in the aggregate of the B.A./B.Sc./B.Com. Part-I, Part-II and Part-III general Examination shall be awarded ‘P’ Division.
12. (a) Honours Candidates having appeared and securing at least 60% marks taken together in the aggregate in Honours subjects in Part-I, Part-II and Part-III Examination shall awarded First class.
(b) Honours candidates having appeared and securing 40% marks or above but less than 60% marks taken together in the aggregate in Honours subjects in Part-I, Part-II and Part-III Examinations shall be awarded second class.
(c) The council for under graduate studies concerned shall frame rules relating to internal to be taken by the Colleges.
13. i) If a student after completion of regular course of study for Part-I/II/III B.A./B.Sc./B.Com. General/Honours Examination enrolls for the Part-I/II/III Examination but fails to appear in the said Examination or appears in the said Examination but fails to pass he/she shall be eligible to appear to any one or if necessary both of the following Examination of the said Examination as a casual candidate without attending classes on payment of prescribed fees.
ii) If a student completes regular course of study for B.A./B.Sc./B.Com. Part-I/II/III General/Honours Examination but fails in the college Test or for any other reason fails to enrol himself/herself for the Part-I/II/III Examination, he/she shall be required to take re-admission in the 1st / 2nd / 3rd year class in the following session. However, not more than one such re-admission shall be allowed.

14. If a candidate appearing in Honours Part-I/II Examination either fails to appear in all the Honours/elective/compulsory papers for any reason whatsoever or having appeared in the elective/compulsory subjects/groups, he shall have to appear at the Part-I/II Examination in all subjects including the honours subjects at any one or, if necessary, both of two following examinations of Part-I/II.
15. All examinations shall be conducted ordinarily by means of printed question papers.
16. The theoretical papers of Honours carrying 100 marks shall be of four hours duration. Other theoretical papers of elective subjects carrying 100 marks shall be of three hours duration. Compulsory papers carrying 50 marks shall be of two hours duration.
17. Every student shall have to attend at least 75% of the classes actually held in a year/session to sit for any University Examination (Part-I/II/II).
18. All answer scripts and other examinations related papers of under graduate Examination shall be disposed by the University on expiry of six months from the date of publication of re-assessment / scrutiny of the respective Examinations.
19. Candidate appearing in Part-I/II Examinations shall be admitted provisionally to the Part-II/III classes within 15 days from the date of completion of the said theoretical and practical Examinations, failing which candidates shall not be admitted on any subsequent dates and they shall be deemed to have discontinued study.
20. The physically handicapped candidates shall be allowed to take help of am-anu-cu-sis. Such candidates shall be given additional 30 minutes to complete the Examination in a Paper. Application for this facility shall be submitted to the Controller of Examinations through the Head of the P.G. Department or Principal of the college with authentic documentation in support of physical handicap. In case of temporary disability, the applicant shall attach certificate issued by registered medical practitioner and in such cases the decision of the University shall be final.
21. In case of any difficulty in implementation of these Regulations, the Vice-Chancellor shall have the power to issue direction and clarifications in consonance with Act/Statutes/Ordinance of the University.
22. In case of nay exigencies not covered by this regulations the matter shall be placed before the meeting of the council for undergraduate studies for decision.

**REGULATIONS RELATING TO B.A./B.Sc./B.Com./B.C.A./B.B.A. HONOURS PROGRAM AND
B.A./B.Sc./B.Com. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM (CBCS) TO
BE EFFECTUATED FROM THE SESSION 2018-2019**

1. **PREAMBLE:** These Regulations shall be known as UNIVERSITY REGULATIONS RELATING TO B.A./B.Sc./B.Com./B.C.A. & B.B.A. HONOURS PROGRAM AND B.A./B.Sc./B.Com. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS] by the University of North Bengal, herein after referred to as the University.
2. **AUTHORITY:** In exercise of the powers conferred upon it by Section 52 read with Section 21 sub sections XX, XXI. XXII. XXIII of the North Bengal University Act, 1981 (West Bengal Act, XIII, 1981) read with the up to date amendments, the appropriate Authority approves the following Regulations namely: as UNIVERSITY REGULATIONS RELATING TO B.A./B.Sc./B.Com./B.C.A. & B.B.A. HONOURS PROGRAM AND B.A./B.Sc./B.Com. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS]
3. **DATE OF EFFECT:** These Regulations shall come into effect from the academic year 2018-2019 and shall have prospective effect
4. **APPLICABILITY:** UNIVERSITY REGULATIONS RELATING TO B.A./B.SC./B.COM./B.C.A. & B.B.A. HONOURS PROGRAM AND B.A./B.SC./B.COM. PROGRAM UNDER THE CHOICE BASED CREDIT SYSTEM [CBCS] shall be applicable only to full time Under Graduate Courses and shall not apply to Vocational Courses.
5. **UNDERGRADUATE COURSES**
 - a. The University is offering several undergraduate courses in its different constituent and affiliated Colleges in the Faculty of Science and Faculty of Arts, Commerce and Law for the award of Degree for B.Sc., B.A., B.Com., B.B.A. & B.C.A. Honours Program and B.Sc., B.A., B.Com. Program Courses.
 - b. A participant of the program is a student who gets registered himself/herself/transgender with the University for a Course of study and attends the same.
 - c. Full-time program is that program where the participants study as per the semester system and are not employed elsewhere.
6. **DEFINITIONS:**
 - i. “University” means The University of North Bengal established and incorporated under the North Bengal University Act, 1981 (West Bengal Act, XIII, 1981)
 - ii. “College” means State Aided Colleges/Government Colleges/Minority Colleges/Private Self Financed Colleges affiliated to this University.
 - iii. “Under Graduate Course of Study” (UNDER-GRADUATE) means a three year Course of study divided into six semesters, each of six months duration, to be pursued after successful completion of 10+2 examinations from any recognized Council/Board.
 - iv. “Academic Session” means academic year from July of one calendar year to June of the next calendar year.
 - v. “Year” means the period commencing from 1st day of July and ending on 30th day of June of the following year
 - vi. “Semester” means a period of six months i.e. July to December and January to June of each Academic Session containing at least 90 actual direct teaching this.

- vii. “Credit”, a numeric value, is the unit by which the weight of a course is measured. One Credit is equivalent to one hour of teaching (Theoretical or Tutorial) or two hours of Practical Work/Field Work/Extra Curricular Work per week in a semester.
- viii. “Grade” means a numeric value between 4 to 10 based on percentage of marks obtained in a course.
- ix. “Grade Point” is the product of Grade and Credit Value of a particular course.
- x. “Letter Grade” is an index of the performance of students in a said Course. Letter Grades are allotted by letters, O, A⁺, A, B⁺, B, C⁺, C, P and F
- xi. “Semester Grade Point average (SGPA)” means a measure of performance of a student in a Semester. It is the weighted average of total grade point secured by a student in various courses registered in a semester and the total course credits taken during that semester and shall be expressed up to two decimal places.
- xii. “Cumulative Grade Point Average (CGPA)” means a measure of cumulative performance of students over all the Semesters.
- xiii. “Grade Card” means a certificate issued to each candidate generally containing Course Type, Course Code, Course Title, Course Marks, Grade, Credit Values and Grade Points along with SGPA of that Semester/CGPA of the Course.
- xiv. “Enroll” means enrollment of a student for appearing at Semester-End Examination.
- xv. “MIL” means Modern Indian Language.
- xvi. The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in the North Bengal University Act, 1981 (West Bengal Act, XIII, 1981), North Bengal University Statutes, North Bengal University Ordinances, North Bengal University Regulations, etc.

7. COURSES OF STUDIES:

- i. There shall be two courses of studies leading to B.A./B.Sc./B.Com./B.C.A. & B.B.A. Degree and each course shall be of Six Semesters duration. One shall be termed as “B.A./B.Sc./B.Com./B.C.A. & B.B.A. Honours **Program**” and the other is “B.A./B.Sc./B.Com. **Program**”.
- ii. The admission to Under –Graduate Degree Programs will be governed by the guidelines of the University and the Higher Education Department of Govt. of West Bengal as framed from time to time.
- iii. A Candidate shall be allowed to pursue any one of the Under-Graduate Degree Programs of the University (not more than one) in a particular Academic Session.
- iv. A student will have to study Discipline Specific Core Courses, Foundation Courses, Generic Electives Courses, Discipline Specific Elective Courses, and Skill Enhancement Courses as prescribed by the concerned Board of Studies
- v. At the time of admission a Honours Program/Program student shall identify the different courses in which he or she will concentrate to attain the required credits
Provided that an Honours Program, once chosen, cannot be changed unless the student relinquishes the Course and chooses a different Honours Program/ Program Course.

8. COURSE STRUCTURE:

The HONOURS PROGRAM course shall be designed as having 140 credits delivered in six (06) semesters with 1950 marks.

The PROGRAM course shall be designed as having 120 credits delivered in six (06) semesters with 1800 marks.

Each Course shall be of 75 marks each except that AECC 1(ENVS) will be of 100 Marks and AECC 2 (English/MIL Communication) will be of 50 marks.

At the time of admission, a student will identify an Honours Program (total 140 Credits)/Program Course (total 120 Credits) in which he/she/transgender shall concentrate. Apart from the Discipline specific Core Course he/she/transgender will have to select Generic Elective courses. He/she/transgender will also have to select Discipline Specific Elective courses, Ability Enhancement Core Courses and Skill Enhancement Courses from the provided pool of choices.

OUTLINES OF CHOICE BASED CREDIT SYSTEM:

1. **Discipline specific Core Course (DSC)** The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
 - 2.1 **Discipline Specific Elective (DSE) Course:** An Elective course offered under the main discipline/subject of study is referred to as Discipline Specific Elective.
 - 2.2 **Generic Elective (GE) Course:** An Elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of this courses is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective courses.
3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).
 - 3.1 **Ability Enhancement Compulsory Courses (AECC):** These courses are based upon the content that leads knowledge enhancement, (1) Environmental Science and (2) English /MIL Communication.
 - 3.2 **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and laboratory/hands on training/field work. The prime purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.
4. **Practical/Tutorials** (One each with every discipline specific core and discipline/generic specific Elective course): Practical means Laboratory or field exercises in which the student has to do experiments or other practical work of two hour duration. Tutorial means special instructions based on the Lectures.

5. Detailed Course Structure

Course Components	No. of Courses					
	B.Sc. / BCA		B.A.		B.Com. / BBA	
	Honours Program	Program	Honours Program	Program	Honours Program	Program
Discipline Specific Core Course (DSC)	14	12	14	12	14	12
Discipline Specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective (GE) Course	4	----	4	2	4	2
Ability Enhancement Compulsory Course (AECC)	2	2	2	2	2	2
Skill Enhancement Course (SEC)	2	4	2	4	2	4
Total Courses	26	24	26	24	26	24

6. Credit

The term ‘credit’ refers to the weight age given to a course, usually in terms of the number of instructional hours per week assigned to it. This explains why usually ‘credit’ is taken to mean ‘credit hours’. The credits also determine the volume of course contents and delivery of Course such as lectures, tutorials, practical, assignments etc.

a. For the purpose of credit determination, instruction is divided into three components:

Lectures (L) – Classroom lectures of one-hour duration.

Tutorials (T) – Special, elaborate instructions on specific topics (from Lectures) of one-hour duration.

Practical (P) – Laboratory or field exercises in which the student has to do experiments or other practical work of two-hour duration.

b. Each one of these components is considered as equal to **one credit hour**. One lecture (*L*) as well as one Tutorial (*T*) of one hour a week is considered as one credit, whereas one Practical (*P*) of two hours a week is considered as one credit. The total weight age given to a course in terms of credits will be equal to $L + P/T$, where *L* is the number of one hour Lectures per week, *T* is the number of one hour Tutorials per week, and *P* is the number of two hours Practical per week. This can be written in symbols as: $C = L + P/T$

Where, *C* is the credit weight age for a particular course.

7. Credit Details of the Courses of B.A./B.Sc./B.Com./BCA & BBA Honours Program under CBCS

Sl. No.	Courses	Credit			
		Practical Based Courses		Non-Practical Based Courses	
		Theory + Practical	Total	Theory + Tutorial	Total
1.	Core Course (14 Courses)	(14×4) + (14 ×2)	84	(14 × 5) + (14 × 1)	84

2.	Elective Courses (8 Courses)				
2.A	DSE (4 Courses)	$(4 \times 4) + (4 \times 2)$	24	$(4 \times 5) + (4 \times 1)$	24
2.B	GE (4 Courses)	$(4 \times 4) + (4 \times 2)$	24	$(4 \times 5) + (4 \times 1)$	24
3.	Ability Enhancement Courses				
3.A	AECC – 1 (ENVS)	(2×1)	2	(2×1)	2
	AECC – 2 (Com. Eng./ MIL)	(2×1)	2	(2×1)	2
3.B	SEC (2 Courses of 2 Credits each)	(2×2)	4	(2×2)	4
Total Credit			140		140

An Under-Graduate Degree in Honours Program in a subject is to be awarded if a student successfully completes 14 DSC courses in that subject, 4 courses each from a list of DSE and GE respectively, 2 courses in AECC and 2 courses in SEC as per the provisions envisaged in these regulations.

8. Credit Details of B.A./B.Sc./B.Com. Program Course under CBCS

Courses		Credit			
		Practical Based Courses		Non-Practical Based Courses	
		Theory + Practical	Total	Theory + Tutorial	Total
1.	DSC Course (12 Courses)	$(12 \times 4) + (12 \times 2)$	72	$(12 \times 5) + (12 \times 1)$	72
2.	Elective Courses (6 courses)				
2A.	DSE (6 Courses for B.Sc./ 4 Courses for B.A and B.Com.)	$(6 \times 4) + (6 \times 2)$	36	$(4 \times 5) + (4 \times 1)$	24
2B.	GE (4 Courses)	----	--	$(2 \times 5) + (2 \times 1)$	12
3.	Ability Enhancement Courses				
3A.	AECC - 1	(1×2)	2	(1×2)	2
	AECC - 2	(1×2)	2	(1×2)	2
3B.	SEC (4 Courses taking 2 courses each from chosen DSC course)	(4×2)	8	(4×2)	8
TOTAL CREDIT			120		120

An Under-Graduate Degree in Science Program is to be awarded if a student successfully completes 4 DSC courses each in three subjects of choice, 2 courses each from a list of DSE based on the three subjects of choice selected above, 2 courses in AECC and 4 courses in SEC taking 2 courses each from any two out of the three subjects of choice as per the provisions envisaged in these Regulations.

An Under-Graduate Degree in Arts Program is to be awarded if a student successfully completes 4 DSC courses in two subjects of choice along with 2 DSC courses $L_1 - 1$ & $L_1 - 2$ (MIL) to be studied in 1st and 3rd Semesters respectively and 2 core courses $L_2 - 1$ & $L_2 - 2$ (English) to be studied in 2nd and 4th Semesters respectively, 2 courses each from a list of DSEs based on the two subjects of choice selected above and 2 courses from the list of GEs, 2 courses in AECC and 4 courses in SEC taking 2 courses each from the two DSC subjects as per the provisions envisaged in these Regulations.

An Under-Graduate Degree in Commerce Program is to be awarded if a student successfully completes 8 DSC courses along with 2 DSC courses $L_1 - 1$ & $L_1 - 2$ (MIL) to be studied in 1st and 3rd Semesters respectively and 2 core courses $L_2 - 1$ & $L_2 - 2$ (English) to be studied in 2nd and 4th Semesters respectively, 4 courses each from a list of DSEs and 2 courses from the list of GEs, 2 courses in AECC and 4 courses in SEC as per the provisions envisaged in these Regulations

9. **CURRICULUM:** The subjects and papers for the course shall be recommended by the Board of Under-Graduate Studies in each respective subject from time to time in accordance with the rules of the University of North Bengal.

i) Scheme for CBCS in B.A./B.Sc./B.Com./B.B.A. & B.C.A. Honours Program

Year	Semester	Discipline Specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	Paper - 1	AECC-1			GE - 1 Paper 1
		Paper - 2				
	2	Paper - 3	AECC-2			GE - 1 Paper - 2
		Paper - 4				
2	3	Paper - 5		SEC Paper - 1	GE - 2 Paper - 1	
		Paper - 6				
		Paper - 7				
	4	Paper - 8		SEC Paper - 2	GE - 2 Paper - 2	
		Paper - 9				
		Paper - 10				
3	5	Paper - 11			DSE Paper - 1	
		Paper - 12			DSE Paper - 2	
	6	Paper - 13			DSE Paper - 3	
		Paper - 14			DSE Paper - 4	

- Students pursuing DSC in a particular subject will have to opt for SEC and DSE in the same subject
 - GE Course subject must be different from DSC Course subject.
- Practical/Tutorial:** Every Discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

ii) Scheme for CBCS in B.A. Program

Year	Semester	Discipline specific Core Course (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	Discipline Specific Core 1 (Paper-1)	Bengali / Sanskrit/ Nepali/Hindi		AECC-1			

		Discipline Specific Core 2 (Paper-1)	(Paper-1)				
	2	Discipline Specific Core 1 (Paper-2)		English (Paper-1)	AECC-2		
		Discipline Specific Core 2 (Paper-2)					
2	3	Discipline Specific Core 1 (Paper-3)	Bengali / Sanskrit/ Nepali/Hindi (Paper-2)			SEC 1 Paper-1	
		Discipline Specific Core 2 (Paper-3)					
	4	Discipline Specific Core 1 (Paper-4)		English (Paper-2)		SEC 1 Paper-2	
		Discipline Specific Core 2 (Paper-4)					
3	5					SEC 2 Paper-1	DSE 1 Paper 1 DSE 2 Paper 1 GE-1 (Paper-1)
	6					SEC 2 Paper-2	DSE 1 Paper 2 DSE 2 Paper 2 GE-1 (Paper-2)

- DSE 1 and SEC 1 Course subject will be the same as DSC 1 Course subject & DSE 2 and SEC 2 Course subject will be the same as DSC 2 Course subject.
- GE 1 Course subject must be different from DSC 1 and DSC 2 Course subject.

Practical/Tutorial: Every Discipline specific Core, Discipline Specific and Generic Elective Course will have one Practical/Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

iii) Scheme for CBCS in B.Sc. Program

Year	Semester	Discipline specific Core Course (DSC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)
1	1	Discipline Specific Core 1 (Paper-1)	AECC-1		
		Discipline Specific Core 2 (Paper-1)			

2	1	Discipline Specific Core 3 (Paper-1)			
	2	Discipline Specific Core 1 (Paper-2)	AECC-2		
		Discipline Specific Core 2 (Paper-2)			
		Discipline Specific Core 3 (Paper-2)			
2	3	Discipline Specific Core 1 (Paper-3)		SEC 1 Paper-1	
		Discipline Specific Core 2 (Paper-3)			
		Discipline Specific Core 3 (Paper-3)			
	4	Discipline Specific Core 1 (Paper-4)		SEC 1 Paper-2	
		Discipline Specific Core 2 (Paper-4)			
		Discipline Specific Core 3 (Paper-4)			
3	5			SEC 2 Paper-1	DSE 1 Paper 1
					DSE 2 Paper 1
					DSE 3 Paper 1
	6			SEC 2 Paper-2	DSE 1 Paper 2
					DSE 2 Paper 2
					DSE 3 Paper 2

- DSE 1 Course subject will be the same as DSC 1 Course subject & DSE 2 Course subject will be the same as DSC 2 Course subject and DSE 3 Course subject will be same DSC 3 Course subject.
- SEC 1 and SEC 2 Course subject could be chosen from any of the 3 DSC Course subject taken above.
- Practical/Tutorial: Every Discipline specific Core and Discipline Specific Elective Course will have one Practical/Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.

iv) Scheme for CBCS in B.Com. Program

Year	Semester	Discipline specific Core Course Program (DSC)	Language Core Course (LCC 1)	Language Core Course (LCC 2)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)
1	1	DSC 1	Bengali / Sanskrit/ Nepali/ Hindi (Paper-1)		AECC-1			
		DSC 2						

2	DSC 3		English (Paper-1)	AECC-2			
	DSC 4						
2	DSC 5	Bengali / Sanskrit/ Nepali/ Hindi (Paper-2)			SEC 1		
	DSC 6						
	DSC 7	English (Paper-2)	SEC 2				
	DSC 8						
3					SEC 3	DSE 1	GE-1
3					SEC 4	DSE 3	GE-2

- All DSC, DSE, GE, SEC Courses will be compulsory Courses with internal choices in the DSE courses
 - Practical/Tutorial: Every discipline specific Core, Discipline Specific Elective and Generic Elective Course will have one Practical/Tutorial. Wherever there is a Practical, there will be no Tutorial and Vice Versa.
10. **ATTENDANCE:** No student shall be allowed to take the end semester written Examination if the student concerned has not attended minimum of 75% of the classes held in the course concerned and also in other curricular components.

11. ELIGIBILITY FOR ADMISSIONS:

% of Marks:

a) Honours Program Course:

A student shall be allowed to take admission in the Honours Program Course of B.A./B.Sc./B.Com./BCA & BBA if he/she/transgender/trans gender has passed in at least four (04) subjects excluding Environmental Studies with English as compulsory subject in the Higher Secondary [10+2] Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent thereto

Provided that a candidate who has obtained- (a) 55% marks in the aggregate, or (b) 50% in the aggregate with 60% marks in a subject in the last qualifying Examination shall be eligible to apply for Honours Program in that subject. Admission shall however be on merit and availability of seats.

Provided that for SC/ST Candidates- the minimum marks for eligibility shall be as per Rules of the State Government.

Provided further that in matter of eligibility 54.5% marks or above shall be equal to 55%, 49.5% and above shall be equal to 50% and 59.5 marks or above shall be equal to 60%.

b) Program Course:

A student shall be allowed to take admission in the Program Course of B.A./B.Sc./B.Com. if he/she/transgender/trans gender has passed in at least four (04) subjects excluding Environmental Studies with English as compulsory subject in the Higher Secondary [10+2] Examination held by the West Bengal Council of Higher Secondary Education or any other Examination which is recognized by the University as equivalent thereto

A candidate shall be allowed to pursue B.A./B.Sc./B.Com Program Course if he/she/transgender have passed the qualifying Examination in Vocational Stream subjects.

Provided however that

- i) A candidate shall be allowed to take up any subject except Computer Science, Microbiology, and such other interdisciplinary subjects in B.A./B.Sc./B.Com. Course if he/she/transgender have passed in the corresponding subject (s) at the Higher Secondary Examination (10+2) recognized as equivalent by the University.
- ii) A candidate shall be allowed to take up Sociology, Education, Psychology as Honours Program and Program subject if he/she/transgender has passed the subjects History, Philosophy, Political Science in the previous qualifying exams.
- iii) A candidate shall be allowed to take up B.Com. Honours Program/Program Course if he/she/transgender has studied Science subjects along with Maths in the previous qualifying exams.
- iv) A candidate shall be allowed to take up Physics Subject if he/she/transgender have passed in Mathematics and Chemistry along with Physics and other subject as prescribed at the qualifying examination.
- v) A candidate shall be allowed to take up Chemistry Subject if he/she/transgender have passed in Mathematics and Physics along with Chemistry and other subject as prescribed at the qualifying examination.
- vi) A candidate shall be allowed to take up Botany/Zoology Subject if he/she/transgender have passed in Biology at the qualifying examination.
- vii) A candidate shall be allowed to take up Physiology Honours Program/Program Course subject if he/she/transgender have passed in Biological Science and Chemistry at the qualifying examination.
- viii) A candidate shall be allowed to take up Computer Science Subject if he/she/transgender have passed in Mathematics at the qualifying examination.
- ix) a) A candidate shall be allowed to take up Microbiology Subject if he/she/transgender have passed in Chemistry and Biology at the qualifying Examination.
b) A candidate shall be required to take Chemistry as a Generic Elective subject for study in Microbiology Honours Program.
- x) A candidate shall be allowed to take up Honours Program in Economics as if he/she/transgender have passed in Mathematics or Business Economics including Business Mathematics and other subjects as prescribed at the qualifying examination.
- xi) No student other than those of Science stream and Economics/Geography of Arts stream shall be allowed to take Science subjects as Generic Elective Subjects.
- xii) No student of Honours Program in Arts and Commerce stream other than those of Geography and Economics shall be allowed to take Science subjects as Generic Elective Subjects.
- xiii) A candidate shall be allowed to take up Geography subject as Honours Program/Program Course if he/she/transgender have passed in Geography with other subjects at the qualifying examination.
- xiv) A candidate shall be allowed to take up Geology subject if he/she/transgender have passed in Mathematics, Physics and Chemistry at the qualifying examination.
- xv) A candidate shall be allowed to take up Mass Communication and Journalism as Honours Program/ Program Course if he/she/transgender have passed in any Stream at the qualifying examination.

- xvi) A candidate shall be allowed to take up BBA and BCA as Honours Program Course if he/she/transgender have passed in any Stream at the qualifying examination.
- xvii) A candidate pursuing Honours in a subject shall not be allowed to take up the same subject as Generic Elective.
- xviii) A candidate pursuing Honours Program Course in a Language subject will be allowed to take another Language subject as a Generic Elective Subject.
- xix) While taking Discipline Specific Core & Generic Elective subjects, availability of the said subjects in the concerned Colleges shall be taken into cognizance.

11.1 Reservation of Seats: There will be reservation of seats for SC/ST/OBC/Differently Able Candidates as per Govt. Rules. For differently – able candidates minimum disability at least 40% will be considered.

11.2 Session Gap: For admission to the Under Graduate Course there should not be a gap of more than 3 years between the year of Higher Secondary Examination and the year of admission to Under Graduate Course of study

11.3 Admission on Transfer: If a student has been admitted to a College, he/she/transgender shall not, except as otherwise provided in the Ordinances, be subsequently admitted to any other College without the production of a Transfer Certificate from the Principal of the College in which he/she/transgender studied last.

A student admitted to a College, shall not ordinarily be allowed to take transfer to any other College, except at the end of a semester. If an application for transfer is made at any time, other than at the end of an Semester, on the ground of (a) transfer of the parent or guardian of the student from the station at which the College is situated, or (b) reasoned need for a change on the ground of health supported by roper medical evidence, or any other sufficient reason, the Principal may grant the transfer.

Admission on Transfer should abide by the following stipulations:

- i. A candidate taking transfer from one College to another is required to pursue the same course of study with identical subject combination in both the colleges;
- ii. Admission on transfer must not violate the approved intake of the course concerned of the College granting admission. Only in cases of wards of Government employees who have been transferred, a relaxation of intake may be granted with the permission of the Vice-Chancellor;
- iii. Cases of admission on transfer must be intimated in writing to the University authority by the College admitting such candidates within a fortnight of such admission without which such admission on transfer will not be recognized;
- iv. All other steps and procedures related to transfer will be in accordance with the provisions of the Ordinances.

12. ADMISSION PROCEDURE: As per guidelines of North Bengal University in compliance with W.B. Govt. Rules.

Provided that a student who has been admitted in the 1st Semester of an Academic year shall not ordinarily required to take admission again on progressing to a subsequent Semester.

13. FEES: As notified by the University Authority from time to time for Admissions, Registration and Examinations etc.

14. ACADEMIC SESSION:

- a. The academic session shall be of three year duration consisting of six semesters.

- b. The academic session normally shall start in July in each year.
- c. There shall be at least 90 teaching days in each semester excluding periods of examination and admission etc. for instruction, field work and dissertation
- d. The academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June.

15. EXAMINATION & EVALUATION:

- i. **Eligibility to appear in a Examination:** A candidate shall be eligible for appearing at any of the Semesters of UNDER-GRADUATE EXAMINATIONS, fulfilling the following two essential conditions:
 - Minimum 75% attendance of lectures delivered in all courses
 - Students should appear in all internal assessments.
- ii. **Internal Evaluation:** The evaluation of the students shall be a continuous process and shall be based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the respective college and those must be placed before a Committee or Team constituted by the University for verification purpose. The Internal Assessment marks shall be communicated to the Examination Branch of the University at least 10 days before the commencement of the University Examinations.

Final Evaluation:

- The final evaluation in a course means the total or aggregate of the marks obtained in internal evaluation and the marks obtained at the End-Semester Examination (Theoretical & Practical).
- iii. There shall be one written and one practical examination (where applicable) at the end of each semester as per the prescribed syllabus in the course concerned.
 - iv. An undergraduate degree with Honours Program in a subject may be awarded if a student completes -
 - **14 Discipline specific Core Courses (DSC) in the Honours subject.**
 - **4 Discipline Specific Core Courses (DSE) from a pool of courses from the Honours subject.**
 - **4 Generic Elective Courses (GE) from a pool of courses offered by the college.**
 - **2 Ability Enhancement Compulsory Courses (AECC),**
 - **2 Skill Enhancement Courses (SEC) from a pool of courses designed to provide value-based and/or skill-based knowledge.**
 - v. An undergraduate degree in B.A./B.Com. Program may be awarded if a student completes -
 - **12 Core Courses** which includes 4 core courses each in 2 disciplines of choice (**DSC**), i.e. $4 \times 2 = 8$ core courses, and 2 core courses each in English and MIL respectively ($2 \times 2 = 4$ core courses), which are referred to as **Language Core Courses (LCC)**.
 - **2 courses each from a list of Discipline Specific Elective (DSE) courses ($2 \times 2 = 4$ courses) based on the 2 disciplines of choice selected in core course.**
 - **2 interdisciplinary courses from the list of Generic Elective Courses (GE) offered by the college.**
 - **2 Ability Enhancement Compulsory Courses (AECC)**
 - **4 Skill Enhancement Courses (SEC) from a pool of courses designed to provide value-based and/or skill-based knowledge.**

- vi. An undergraduate degree in B.Sc. Program. may be awarded if a student completes -
 - **12 Core Courses** which includes 4 core courses each in 3 disciplines of choice (**DSC**), i.e. $4 \times 3 = 12$ core courses,
 - **2 courses each from a list of Discipline Specific Elective (DSE) courses** ($3 \times 2 = 6$ courses) **based on the 3 disciplines of choice selected in core course.**
 - **2 Ability Enhancement Compulsory Courses (AECC),**
 - **4 Skill Enhancement Courses (SEC)** from a pool of courses designed to provide value-based and/or skill-based knowledge.
- vii. In the Semester system, the Under-Graduate Examinations will be held in six parts – (i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester and Fifth & Sixth Semester for the second and third year students respectively. The academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June.

A student will have, at the most, five academic years or ten semesters to complete the course.

- viii. A candidate to be eligible for appearing at any of the Semesters of UNDER-GRADUATE Examination must have minimum 75% attendance of lectures delivered. Award of 05 (five) marks on class attendance shall be given in the following manner:
 - Attendance of 75% and above but below 80% -- 02 marks
 - Attendance of 80% and above but below 85% -- 03 marks
 - Attendance of 85% and above but below 90% -- 04 marks
 - Attendance of 90% and above -- 05 marks
- ix. Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s). All the internal continuing evaluation will be conducted by the teachers of the Department. It shall be on the basis of dissertations/projects, term papers, reports, seminar presentations, field work, class tests or any combinations thereof spread over the entire period of study. The modalities of such assessment will be recorded and documents will be preserved by the colleges at least for a period of six months after the publication of the result of the relevant Semester-end Examinations. The University Authority may ask for any such records, if required.
- x. To secure qualifying grade in a Course/Semester, a student has to secure the minimum qualifying percentage in the Written (including Practical) Examination and the Internal Assessment taken together.
- xi. To qualify in a Practical-based course, an examinee is to appear in the Theoretical as well as the Practical portion of the examination in the same Semester.
- xii. A student failing to pass in one or more course(s) in 1st/2nd Semester Examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following year as 2nd chance. A student will be permitted to clear his/her failed course(s) in maximum three consecutive chances irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester, or surrender her/his result of a particular Semester-end examination, it would be included within the stipulated three chances. These students will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on.
- xiii. **Qualifying Marks:**
 - a) There shall be no qualifying marks for internal assessment but the candidates shall have to

- appear at the said part of the examination. There will be no scope of re-appearing in internal assessment examination for improvement of marks. Marks awarded in internal assessment will be credited to a candidate's performance in subsequent chances.
- b) The qualifying marks for each course shall be 40% in each course of a semester taken together of internal assessment and term end exams.
- xiv. If a candidate secures qualifying grade (P grade) in all courses he/she/transgender will be declared to have qualified the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular Course, he/she/transgender will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances.
- xv. The Semester-end examinations will be held in the last months of the semesters, namely December (in the odd semesters) and in June (in the even semesters). The internal assessments will continue through the Semester.
- xvi. If a student wishes to switch to a Program Course from an Honours Program Course before the 1st semester examination, he/she/transgender has to leave the Honours Program Course and take re-admission in the next year in his/her preferred Program Course.
- xvii. All examinations shall be conducted ordinarily by means of printed question papers.
- xviii. All answer scripts and other examinations related papers of Undergraduate examination shall be disposed by the University on expiry of six months from the date of the publication of result of the respective examinations.
- xix. **Provisional Result and Grade Card:** The provisional result of each semester will be published stating only the total marks and SGPA obtained by a candidate and the 'Grade Sheet cum Report Card' would be issued showing the details of courses studied (code, title, marks, number of credits, grade secured) along with SGPA of that semester and CGPA of all the semesters.
- xx. **Semester Not Cleared:** If a candidate fails to secure qualifying (pass) marks in one paper or more in a particular semester examination his/her result of semester examination will be declared as 'SNC' (i.e., Semester Not Cleared). The result of 6th semester examination shall be kept withheld unless a candidate clears all the semesters within the stipulated chances. She/he/transgender would be declared to have passed the final examination in the year in which she/he clears his/her all semesters.
- xxi. **Position in the Merit List:** To qualify for position in the merit list a candidate shall have to pass all the semesters in his/her regular chances.
- xxii. **Validity of Students Enrollments/Registration:** A candidate (Honours/General Course) shall have to complete each semester examination with 3 (Three) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed
- xxiii. **Promotion:** In the Semester system, there would be automatic promotion right from the first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.

xxiv. **Total Marks Distribution: (except for AECC 1 and AECC 2)**

Examination	(Practical based Course)	Duration of Exams	(Non-Practical Course)	Duration of Exams
Semester End Examination (Theoretical)	40	2 hours	60	2 hours
Semester End Examination (Practical's)	20	Up to 5 hours	-	
Continuing Evaluation/Internal Assessment/Mid Semester Exams (By Colleges)	10		10	
Attendance	5		5	
TOTAL	75		75	

The modalities of the continuing evaluation will be decided by the respective Board of Studies taking any two items from clause 15 (ix)

xxv. **Total Marks Distribution for AECC 1 and AECC 2:**

Examination	AECC 1	Duration of Exams	AECC 2	Duration of Exams
Semester End Examination (Theoretical)	80	2.5 hours	35	2 hours
Continuing Evaluation/Internal Assessment/Mid Semester Exams (By Colleges)	15		10	
Attendance	5		5	
TOTAL	100		50	

xxvi. **Question pattern:**

a) **For 80 Marks**

S.L. No.	Questions to be answered	Out of	Marks of each question	Total Marks
1.	5	8	4	$5 \times 4 = 20$
2.	4	6	10	$4 \times 10 = 40$
3.	1	2	20	$1 \times 20 = 20$

b) **For 60 Marks**

S.L. No.	Questions to be answered	Out of	Marks of each question	Total Marks
1.	4	6	3	$4 \times 3 = 12$
2.	4	6	6	$4 \times 6 = 24$
3.	2	4	12	$2 \times 12 = 24$

c) **For 40 Marks**

S.L. No.	Questions to be answered	Out of	Marks of each question	Total Marks
1.	5	8	1	$5 \times 1 = 5$
2.	3	5	5	$3 \times 5 = 15$
3.	2	4	10	$2 \times 10 = 20$

d) For 35 Marks

S.L. No.	Questions to be answered	Out of	Marks of each question	Total Marks
1.	3	5	5	$3 \times 5 = 15$
2.	2	4	10	$2 \times 10 = 20$

xxvii. The schedule for the End-Semester Examination shall be prepared and announced by the Controller of Examinations. Except for exigencies, all the examinations shall usually be held within the dates specified in the Academic Calendar

xxviii. Two sets of question paper for each course/ unit will be set by internal/ external paper setters(s). The concerned Board of Studies will recommend the names of the Paper- Setters, Moderators, Examiners, Scrutinisers, Tabulators and Reviewers.

16. RESULTS:

- i) The final result of a candidate shall be determined on the basis of CGPA.
- ii) Grade Card shall be made as per grading system. Course-wise marks (internal and term end exams added together) will be converted into percentage of mark. Percentage of marks will be converted into Grade Letter and Grade Point. Credit and Grade point will be converted into Credit Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- iii) The Grade Card of a Semester shall be issued only after completion of that Semester.

a) Conversion of Marks into grade letter and grade point

% of Marks	Letter Grade	Grade Point
91 and Above	O (Outstanding)	10
81 - 90	A ⁺ (Excellent)	9
71 - 80	A (Very Good)	8
61 - 70	B ⁺ (Good)	7
56 - 60	B (Above Average)	6
51 - 55	C ⁺ (Average)	5.5
41 - 50	C (Below Average)	5
Passed with 40	P (pass)	4
Below 40	F (Fail)	0
Absent	Ab	0

b) Computation of SGPA:

Example

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	6	A	8	$6 \times 8 = 48$
Course 2	6	B ⁺	7	$6 \times 7 = 42$
Course 3	2	B	6	$2 \times 6 = 12$
Course 4	6	B	6	$6 \times 6 = 36$
TOTAL	20			138

SGPA: $138/20 = 6.90$

c) Computation of CGPA

Example:

	Semester 1	Semester 2	Semester 3	Semester 4
Credit	20	20	26	26

SGPA	6.9	6.3	6.6	6.7
Credit × SGPA	20 × 6.9 = 138	20 × 6.3 = 126	26 × 6.6 = 171.60	26 × 6.7 = 174.20

CGPA: $609.8 / 92 = 6.63$

d) Conversion of SGPA/CGPA into Percentage of Marks: Ten (10) times of SGPA/CGPA

e) Final Result / Grades Description

Semester GPA / Program CGPA	Alpha-Sign / Letter Grade	Result / Class Description
9.00-10.00	O (Outstanding)	Outstanding
8.00-<9.00	A+ (Excellent)	First Class Exemplary
7.00-<8.00	A (Very Good)	First Class Distinction
6.00-<7.00	B+ (Good)	First Class
5.50-<6.00	B(Above Average)	High Second Class
5.00-<5.50	C (Average)	Second Class
4.00-<5.00	P (Pass)	Pass Class
Below 4.00	SNC	SNC
0	SNC	SNC

17. PROVISIONS FOR REVIEW:

- i) A candidate may apply for Post-Publication Review (PPR) of his/her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations at the time of publication of result. Such applications must be checked and verified by the college(s) concerned as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the Principal/Teacher-in-Charge of the college concerned.
- ii) There shall be no Post-Publication Review of Practical Papers, Oral Examinations and Project Work/Field Work, if any.
- iii) Incomplete and faulty application is liable to be rejected without assigning any reason or without any intimation to the candidate/college concerned.
- iv) Under no circumstances fees for Post-Publication Review once paid be refunded
- v) A student may apply for review of maximum two theoretical courses in the prescribed form in a particular Semester Examination.
- vi) Post-Publication Review (PPR) and Post-Publication Scrutiny (PPS) of the same paper(s) in a course shall not be allowed
- vii) **Finalization of Review Results:** If the marks awarded by Post-Publication Review Examiner in a Paper do not exceed the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper. If the increase of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the increase of marks to the full extent will be accepted as corrected original award of the candidate. If the marks awarded by Post-Publication Review Examiner in a Paper do not reduce the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper. If the decrease of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in

calculating total marks of the original award, the change of marks to the full extent will be accepted as corrected original award of the candidate.

Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained.

The decrease in marks will not be considered if such reduction results the failure of a successful candidate who has secured already qualifying grade prior to review.

18. SCRUTINY OF ANSWER-SCRIPTS(PPS)

- i. If the results of a candidate of Honours Program/Program of any part of his/her examination do not come under the purview of Post-Publication Review, he/she/transgender may apply for Post-Publication Scrutiny of his/her one or more answer-scripts irrespective of marks.
- ii. "Post-Publication Scrutiny (PPS)" does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain-
Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper;
Totaling of marks awarded by the examiners on the scripts/marks-slips, as the case may be, has correctly been done.

19. COMPENSATORY TIME FOR PERSON WITH DISABILITY (PWD) CANDIDATES:

- i. PWD Candidates are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.
- ii. PWD Candidates are allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) Who are blind or have impaired vision. (iii) who is dyslexic (iv) who are autistic
- iii. If a PWD candidate wants to avail compensatory time or scribe he/she/transgender must apply with all relevant documents to the Principal/TIC during form fill up of each part/semester examination and the same application be forwarded by the Principal/TIC to the Controller of Examinations in time.
- iv. If it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time, he/she/transgender will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

20. BREACH OF DISCIPLINE BY ANY EXAMINEE IN CONNECTION WITH UNIVERSITY EXAMINATIONS:

- i. The Centre-in-Charge of any University Examination held at a centre will, on his/her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the said course(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling, written answer scripts/loose sheets from outside. On expulsion, he/she/transgender will be debarred from appearing at the said part of the examination
- ii. Signature(s) of each of the expelled candidates may be obtained on the incriminating document(s) found in his/her possession and the same must be attached to the main answer

script(s). If a candidate refuses to put his/her signature on the incriminating document(s) the invigilator(s)/members of the visiting team will certify the matter and the Centre-in-Charge will take immediate action as in regulation 20.1 on the basis of the certificate/report of the room invigilator(s)/members of the visiting team.

- iii. If, however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indiscipline behavior, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action. In such cases as detailed in above paragraph the Committee of Discipline, duly constituted by the Vice-Chancellor may note the action, if already taken by the Centre-in-Charge, but will not lessen the penalty already given by the Centre-in-Charge.
- iv. The Committee of Discipline, however, may recommend further penal action to be taken against such candidate(s). If the Centre-in-Charge, instead of taking any action against such a candidate, forward the case along with the detailed report the Committee of Discipline may take penal action as it may deem fit.
- v. When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its implementation.
- vi. If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/Room Invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.
- vii. An examiner may forward to the Controller of Examinations of the University through the chairperson of the concerned examination or to the Controller of Examination directly if there is no Chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the Committee of Discipline if, in his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions
- viii. If an examinee uses filthy languages against the Centre-in-Charge/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to indiscipline behavior inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the Centre-in-Charge may send his/her answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining course(s)/subject(s).
- ix. **Non-submission of scripts** – If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. A diary should be lodged on the day with the local police station. A report along with a copy of the said Diary and

a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.

- x. **Torn scripts** – In case of a script being willfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.
- xi. Report on R.A. cases from any end should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.
- xii. On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges leveled against the candidate
- xiii. If the Committee of Discipline is satisfied that the charge/ charges leveled against any candidate in terms of above mention rules is/ are true, it may recommend any one or multiple of the following actions:-
 - a. Cancellation of examination of the candidate in the concerned paper
 - b. Cancellation of the entire examination of the candidate and if necessary also
 - c. Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
 - d. The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges leveled against him/her if in its judgment the candidate concerned is innocent.
- xiv. The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he/she/transgender thinks fit. The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.
- xv. All questions arising in relation to the interpretation of these Regulations shall be referred to the Executive Council for decision and the decision of the University Council will be final and binding.
- xvi. The Board of Discipline (UNDER-GRADUATE EXAMINATION) may be constituted with the following members.
 - 1) Controller of Examinations (Convener)
 - 2) Inspector of Colleges
 - 3) One member of EC to be nominated by EC
 - 4) Three Teachers of Under-Graduate Colleges/Post Graduate Departments to be nominated by the Controller of Examinations

The tenure of this committee will be four years from the date of its constitution

- 21. TERMINATION FROM THE COURSE:** If a student newly admitted to the first semester remains absent from attending classes for more than the first 15 days continuously without any intimation, her/his admission will stand cancelled.

22. In any case of any situation or not covered under these Regulations the Vice- Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes/ Ordinances with respect to any or all of them.

If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.

ANNEXURE

COURSE COMBINATIONS/BASKETS

(The following Discipline specific Course subject and Generic Elective Course Subject combinations are to be strictly followed)

B. A. HONOURS PROGRAM COURSE (SELECT ANY ONE COURSE)

Bengali	Economics
English	Education
Geography	Mass Communication
Hindi	Philosophy
History	Political Science
Nepali	Psychology
Sanskrit	Sociology
Urdu	

Two Generic Elective Courses (GE) to be selected as any ONE from each basket below for BA Honours Program and SEC course will be same as DSC course

Group A	Group B
Bengali	Geography
English	Education
Economics	Mass Communication
Hindi	Philosophy
History	Physical Education
Modern Tibetan	Political Science
Nepali	Sociology
Psychology	
Sanskrit	
Urdu	

B.A. PROGRAM COURSE

A) **Discipline Specific Courses (DSC) and Generic Elective (GE) Course subject: Select any Three Course subject (taking any one Course subject each from any two group as DSC and any one Course subject from remaining one group as GE of the 3 groups below and SEC course subject will be same as DSC course subject):**

Group A	Group B	Group C
Bengali	Economics	Geography
English	Education	Physical Education
Hindi	History	Political Science

Modern-Tibetan	Mass Communication	Psychology
Nepali	Philosophy	Sociology
Sanskrit		
Urdu		

**FOR B.SC. HONOURS PROGRAM AND
PROGRAM COURSES**

Baskets

1. Mathematics, Microbiology, Physiology
2. Chemistry, Computer Science
3. Physics, Botany, Geography
4. Zoology, Statistics, Geology

Note: For Economics Honours Program Course the Generic subject combination shall be Mathematics (of Basket 1 above) and any one subject from the Group – B Basket for B.A. Honours Program or Statistics (of Basket 4 above)

For B.Sc. Honours Program: - Any one Honours Discipline specific Course subject from the 4 baskets except Statistics course in basket 4 + any 2 Generic Elective Course subject from any three other remaining basket subjects and same Skill Enhancement course subject as Discipline specific Course subject.

For B.Sc. Program:- Any 3 course subject one from each basket subjects from the 4 given basket subjects for Discipline specific Course and any 2 course subject as Skill Enhancement Courses from the above chosen 3 Discipline specific Course subject.

**FOR B.Com. and BBA/ BCA HONOURS PROGRAM AND
B.Com. PROGRAM COURSES**

***As per Course Structure.**

**REGULATIONS RELATING TO FIVE YEAR INTEGRATED B.A., LL.B. (HONS.) COURSE IN
LAW UNDER CBCS MODE TO BE EFFECTUATED FROM THE SESSION 2018-19**

1. **Title:** These Regulations relating to Five Year Integrated B. A. LL.B. [Hons] Course Under CBCS Mode
2. **ELIGIBILITY FOR ADMISSION**
 1. A student shall be eligible for admission into the semester I of the B.A., LL.B [Hons] Integrated Degree course in Law Under CBCS Mode if he/she has passed the higher secondary [10+2] examination held by the West Bengal Council of Higher Secondary Education or any other examination which is recognized by the University as equivalent thereto provided that:
 2. Such student must have obtained minimum 55% marks in the aggregate in the qualifying examination; persons belonging to scheduled caste and scheduled tribe shall be eligible to apply if they secure at least 50% marks in the qualifying examination.
 3. Such student has not passed any other examination higher than the 10+2 examination mentioned above prior to seeking admission into the course.
3. **AGE OF ADMISSION:** The age of the applicant shall not be above 20 years in case of candidates belonging to general category and shall not be above 22 years in case of applicants belonging to Scheduled caste/scheduled tribe category as on 1st July of the same academic year in which he or she may be seeking admission.
4. **SIZE OF A SECTION/CLASS:** Each class shall have not more than eighty students in two sections having 40 students in each section.
5. **DRESS CODE:** Students shall wear formal dress of legal profession in pupil age as follows:
 - i. **FOR MALE STUDENTS:** White / Black Trouser / white shirt / black tie, black coat, black socks black leather covered shoe.
 - ii. **FOR FEMALE STUDENTS:** White / Black Trouser / salwar, white shirt / Kurta, black tie / Dupatta, black coat, black socks, black leather covered shoe.
 - iii. **OPTIONAL FOR GIRL STUDENTS:** Black printed sari, white full sleeved blouse, black leather covered shoe.
6. **INTERNSHIP & PRACTICALS**
 1. Each registered student shall have to complete minimum 20 weeks internship during the five year course under the following institutions/organizations
 - i. NGO
 - ii. Trial and Appellate Advocates
 - iii. Judiciary,
 - iv. Legal Regulatory Authorities,
 - v. Legislatures and Parliament,
 - vi. Market Institutions,
 - vii. Law Firms,
 - viii. Police,
 - ix. Companies,
 - x. Banking Institutions.
 - xi. Insurance Organisations
 - xii. Local Self-government,
 - xiii. Human Rights Commissions
 - xiv. Women Commission
 - xv. Child Welfare Committee

- xvi. Consumer Forum
- xvii. Motor Vehicles Department
- xviii. Health Sector
- xix. Other Legal Functionaries,
- xx. Any other body approved by the University.

Provided that internship cannot be for a continuous period of more than four weeks and all students shall at least go through once in the entire academic period with Trial and Appellate advocates

Provided further that each student shall keep internship diary and the same shall be evaluated in the Xth semester by the guide in Internship and also a core faculty member.

2. **Practical paper** shall be of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce

7. **DURATION OF COURSE:** The duration of the course shall of not less than five years comprising of ten semesters.

Provided that a student shall have to complete his/her LL. B. course within seven years.

8. **CURRICULUM:** The subjects and papers for the course shall be recommended by the Board of Under Graduate Studies in law from time to time in accordance with the rules of the Bar Council of India

9. **ATTENDANCE:** No student shall be allowed to take the end semester written examination if the student concerned has not attended minimum of 75% of the classes held in the subject concerned as also moot court exercises, practical training etc. taken together.

10. **Components of Evaluation**

a. **Written Examination:** There shall be written examinations at the end of each Semesters namely, Semesters I, II, III, IV, V, VI, VII, VIII, IX, and X. A candidate has to pass in each of these examinations to qualify for the B.A., LL.B. [Hons] degree. Each paper/course shall carry 100 marks in written examination.

b. **Internal Assessment of Skill Development:** There shall be Internal Assessment in each Semester for 100 marks. The Component of internal assessment shall be as follows:

SL. NO.	Soft Skill Development	SEMESTER
1	Legal Writing - I	I
2	Legal Writing - II	II
3	Contract Drafting	III
4	Basic Research Methodology and Project writing	IV
5	Service Learning Consumer Protection Act	V
6	Service Learning Motor Vehicles Act	VI
7	Legal Aid in surrounding Villages in consultation with Legal Services Authority	VII
8	School Human Rights and Environmental Protection Orientation	VIII
9	Service Learning: Environment Protection Act, Air, Water, Forest, Wild Life; Persons with Disabilities Act, Juvenile Justice Act	IX

10	Experiential Learning & Field work [Special focus on Disability, Children, Environment, Health, Infrastructure & Development	X
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Provided that the Board of Undergraduate Studies in Law may amend the list of soft skill development component from time to time.

Provided further that A candidate has to pass in each of these soft skill development component examinations in order to qualify for the B.A., LL.B. [Hons] degree.

C. Practical Paper & Internship: There shall be practical papers & Internship of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce.

Provided that the Board of Undergraduate Studies in Law on the recommendation of Bar Council of India may amend the list of Practical Paper & Internship component from time to time.

Provided further that A candidate has to pass in each of these Practical Paper & Internship component examinations in order to qualify for the B.A., LL.B. [Hons] degree.

11. EXAMINATION PROCEDURE

1. A candidate who has prosecuted a regular course of study in semester I shall be admitted to that examination subject to having at least 75% class attendance and submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

Provided that a candidate who fails to be present at the examination shall not be entitled to refund of fees.

2. A candidate who has prosecuted a regular course of study with 75% attendance and has passed examination of Semester I/III/V/VII/and IX and has prosecuted a regular course of study in Semester II/IV/VI/VIII/X, may be admitted to the respective examinations subject to having at least 75% class attendance and submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

3. The list of qualified students who has passed the Semester I/II/III/IV/V/VI/VII/VIII/IX and X examination as the case may be shall be published by the University as soon as possible after the examination.

4. As soon as possible after the end semester examination, the University shall publish a list of successful candidates arranged in according to the grades obtained by them

5. The mark sheet shall reflect only the grades obtained by the student

12. **Course Credit:** Each component of Evaluation carries 4 credits. One credit is equal to 25 marks and one hour class duration per week. That is 4 hour class duration per subject per week for at least 15 weeks is 100 marks and 4 credits.

13. Grade System

1. Evaluation shall be done according to UGC 10 point Grade Scale as numerated below:

UGC 10 POINT GRADE SCALE

LETTER GRADES	GRADE POINTS (P)	MARKS IN PERCENTAGE	Division
O [OUTSTANDING]	10	85% and Above	First Class
A ⁺ [EXCELLNT]	9	70% but less than 85%	
A [VERY GOOD]	8	60% but less than 70%	
B ⁺ [GOOD]	7	55% but less than 60%	High Second Class
B [ABOVE AVERAGE]	6	50% but less than 55%	Second Class
C [Average]	5	45% but less than 50%	

P [Pass]	4	40% but less than 45%	
F [FAIL]	0	Less than 50%	
Ab [absent]	0	ab	

2. A student obtaining Grade F. Shall be considered as failed
3. In order to pass examination in any Semester, a candidate must secure at least P Grade in each paper including skill development and practical paper as well as in the aggregate.
4. A candidate securing Grades A, A⁺ and O in the aggregate in all ten semester examination taken together shall be placed in First class and a candidate securing Grades B and B⁺ in the aggregate shall be placed in the second class. A candidate securing Grades P and C in the aggregate shall be placed in the Pass class.

14. CALCULATION OF SGPA / CGPA

$$SGPA(S) = \frac{\sum C_i P_i}{\sum C_i}$$

Where, C_i = Credit assigned to a paper

P_i = Grade point earned in the paper

$$CGPA = \frac{\sum C_n S_n}{\sum C_n}$$

Where, C_n = Credit assigned to a semester

S_n = SGPA earned in a semester

15. Supplementary Examination & Casual Candidate

1. If a candidate, after completion of a regular course of study in a semester:
 - a. Fails to enroll as a candidate for the respective semester examination or fails to be present at the examination or appears but fails to complete the examination on account of illness or any other reason considered sufficient by the University or appears but fails to pass the examination in more than two papers, he/she shall be eligible to appear at any one or, if necessary, both of the two immediately following examination of the same standard to be held in the subsequent semester as a casual candidate without attending classes.
 - b. The casual candidate can avail not more than two consecutive chances to pass the semester examination.
2. There shall be no post publication reassessment of papers in any semester of B.A., LL.B [Hons.] Integrated Degree course.
3. A student must pass separately in each paper of different examinations. Those who pass in a paper shall not be permitted to sit for examination in that paper again. Non-appearance in a paper will count as failure in that paper.
4. Candidates failing in one or two papers of any examination of semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear those back papers in the regular examination of the same standard/syllabus or back paper examination of same standard/syllabus to be held in the subsequent semesters.
5. Candidates who fail to get admitted in higher semester due to having failed in more than two papers in semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear all the papers of that semester in the regular examination of the same standard/syllabus to be held in the following regular examinations of the respective semesters as a casual candidate in order to pass that semester. The maximum number of each chances shall however be governed by provisions of regulation 4(a) and 4(b).

6. In order to clear the above mentioned back papers, a candidate shall get two more chances in addition to the regular chance in immediately following examinations
16. **Admission to consecutive Semester**
- a. All candidate shall be provisionally admitted to the next semester class of a year after the examination of the previous semester irrespective of marks scored at the said semester subject to fulfillment of conditions laid down hereunder:
- i) A candidate of Semester-I shall be provisionally admitted in semester-II if he/she does not have more than two back papers out of all semester papers of semester-I
 - ii) A candidate of Semester-II shall be provisionally admitted in semester-III if he/she does not have more than four back papers out of all semester papers of semester-I and semester-II provided that number of back papers of semester-II shall not exceed two.
 - iii) A candidate of Semester-III shall be provisionally admitted in semester IV if he/she does not have more than four back papers out of all semester papers of semester-II and semester-III provided that number of back papers of semester-III shall not exceed two and has cleared all the back papers of semester-I.
 - iv) A candidate of Semester-IV shall be provisionally admitted in semester-V if he/she does not have more than four back papers out of all semester papers of semester-III and semester-IV provided that number of back papers of semester-IV shall not exceed two and has cleared all the back papers of semester-II.
 - v) A candidate of Semester-V shall be provisionally admitted in semester-VI if he/she does not have more than four back papers out of all semester papers of semester-IV and semester-V provided that number of back papers of semester-V shall not exceed two and has cleared all the back papers of semester-III.
 - vi) A candidate of Semester-VI shall be provisionally admitted in semester-VII if he/she does not have more than four back papers out of all semester papers of semester-V and semester-VI provided that number of back papers of semester-VI shall not exceed two and has cleared all the back papers of semester-IV.
 - vii) A candidate of Semester-VII shall be provisionally admitted in semester-VIII if he/she does not have more than four back papers out of all semester papers of semester-VI and semester VII provided that number of back papers of semester-VII shall not exceed two and has cleared all the back papers of semester-V.
 - viii) A candidate of Semester-VIII shall be provisionally admitted in semester-IX if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-VIII shall not exceed two and has cleared all the back papers of semester-VI.
 - ix) A candidate of Semester-IX shall be provisionally admitted in semester-X if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-IX shall not exceed two and has cleared all the back papers of semester-VII.
17. **SPECIAL FINAL:** Candidates, who fail to pass in all papers of their examinations when they first appear in the Semester-X examination, shall be eligible to appear as a casual candidate in the semester-X examination to be held within six weeks of publication of the Semester-X results. The maximum number of each chances shall however be governed by provisions of regulation 15 and 16.
18. **GRACE MARKS:** If a student fails by one mark in a paper/course or fails in the aggregate by one [01] mark, or fails to achieve the next grade or attain a change of status due to the shortage of one [01] mark in a paper/course/or aggregate, such student shall be awarded one grace mark.

19. **BOARD OF STUDIES IN LAW**

I. The board of studies in law shall recommend names of paper setters, examiners moderators and scrutinisers.

- i. The paper setters and examiners for answer scripts of all B.A. LL.B [Hons.] examination shall ordinarily be the teachers holding substantive posts or visiting/part time/guest/contractual appointments.
- ii. The board of moderators shall be appointed by the Vice Chancellor on recommendation of the Board of Studies. The Board of Moderators shall moderate the questions in order to ensure that the questions are in conformity with the syllabus and that the students are required to answer questions of all types.
- iii. If the Board of Moderators is of the opinion that the questions have not covered the syllabus, it may set questions from those parts of the syllabus which have not been covered.

20. **OVERRIDING POWERS:** In any case of any situation covered or not covered under these Regulations the Vice Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes/ Ordinances with respect to any or all of them.

**REGULATIONS RELATING TO FIVE YEAR INTEGRATED B.B.A., L.L.B. (HONS.) COURSE
IN LAW UNDER CBCS MODE TO BE EFFECTUATED FROM THE SESSION 2018-19**

1 **Title:** These Regulations relating to Five Year Integrated B.B.A., LL.B. [Hons] Course Under CBCS Mode

2. **ELIGIBILITY FOR ADMISSION**

1. A student shall be eligible for admission into the semester-I of the B.B.A., LL.B.[Hons] Integrated Degree course in Law Under CBCS Mode if he /she has passed the higher secondary [10+2] examination held by the West Bengal Council of Higher Secondary Education or any other examination which is recognized by the University as equivalent thereto provided that:

2. Such student must have obtained minimum 55% marks in the aggregate in the qualifying examination; persons belonging to scheduled caste and scheduled tribe shall be eligible to apply if they secure at least 50% marks in the qualifying examination.

3. Such student has not passed any other examination higher than the 10+2 examination mentioned above prior to seeking admission into the course.

3. **AGE OF ADMISSION:** The age of the applicant shall not be above 20 years in case of candidates belonging to general category and shall not be above 22 years in case of applicants belonging to Scheduled caste/scheduled tribe category as on 1st July of the same academic year in which he or she may be seeking admission.

4. **SIZE OF A SECTION/CLASS:** Each class shall have not more than eighty students in two sections having 40 students in each section.

5. **DRESS CODE**

Students shall wear formal dress of legal profession in pupillage as follows:

i. **FOR MALE STUDENTS:** White / Black Trouser / white shirt / black tie, black coat, black socks black leather covered shoe.

ii. **FOR FEMALE STUDENTS:** White / Black Trouser / salwar, white shirt / Kurta, black tie / Dupatta, black coat, black socks, black leather covered shoe.

iii. **OPTIONAL FOR GIRL STUDENTS:** Black printed sari, white full sleeved blouse, black leather covered shoe.

6. **INTERNSHIP & PRACTICALS**

1. Each registered student shall have to complete minimum 20 weeks internship during the five year course under the following institutions/organizations

- i. NGO
- ii. Trial and Appellate Advocates
- iii. Judiciary,
- iv. Legal Regulatory Authorities,
- v. Legislatures and Parliament,
- vi. Market Institutions,
- vii. Law Firms,
- viii. Police,
- ix. Companies,

- x. Banking Institutions.
- xi. Insurance Organisations
- xii. Local Self-government,
- xiii. Human Rights Commissions
- xiv. Women Commission
- xv. Child Welfare Committee
- xvi. Consumer Forum
- xvii. Motor Vehicles Department
- xviii. Health Sector
- xix. Other Legal Functionaries,
- xx. Any other body approved by the University.

Provided that internship cannot be for a continuous period of more than four weeks and all students shall at least go through once in the entire academic period with Trial and Appellate advocates

Provided further that each student shall keep internship diary and the same shall be evaluated in the Xth semester by the guide in Internship and also a core faculty member.

2. **Practical paper** shall be of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce

7. **DURATION OF COURSE:** The duration of the course shall of not less than five years comprising of ten semesters.

Provided that a student shall have to complete his/her LL. B. course within seven years.

8. **CURRICULUM:** The subjects and papers for the course shall be recommended by the Board of Under Graduate Studies in law from time to time in accordance with the rules of the Bar Council of India

9. **ATTENDANCE:** No student shall be allowed to take the end semester written examination if the student concerned has not attended minimum of 75% of the classes held in the subject concerned as also moot court exercises, practical training etc. taken together.

10. **Components of Evaluation**

a. Written Examination: There shall be written examinations at the end of each Semesters namely, Semesters I, II, III, IV, V, VI, VII, VIII, IX, and X. A candidate has to pass in each of these examinations to qualify for the B.B.A., LL.B. [Hons] degree. Each paper/course shall carry 100 marks in written examination.

b. Internal Assessment of Skill Development: There shall be Internal Assessment in each Semester for 100 marks. The Component of internal assessment shall be as follows:

SL. NO.	Soft Skill Development	SEMESTER
1	Legal Writing - I	I
2	Legal Writing - II	II
3	Contract Drafting	III
4	Basic Research Methodology and Project writing	IV
5	Service Learning Consumer Protection Act	V
6	Service Learning Motor Vehicles Act	VI
7	Legal Aid in surrounding Villages in consultation with Legal Services Authority	VII

8	School Human Rights and Environmental Protection Orientation	VIII
9	Service Learning: Environment Protection Act, Air, Water, Forest, Wild Life; Persons with Disabilities Act, Juvenile Justice Act	IX
10	Experiential Learning & Field work [Special focus on Disability, Children, Environment, Health, Infrastructure & Development	X

Provided that the Board of Undergraduate Studies in Law may amend the list of soft skill development component from time to time.

Provided further that A candidate has to pass in each of these soft skill development component examinations in order to qualify for the B.B.A., LL.B. [Hons] degree.

C. Practical Paper& Internship: There shall be practical papers & Internship of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce.

Provided that the Board of Undergraduate Studies in Law on the recommendation of Bar Council of India may amend the list of Practical Paper & Internship component from time to time.

Provided further that A candidate has to pass in each of these Practical Paper & Internship component examinations in order to qualify for the B.B.A., LL.B. [Hons] degree.

11. EXAMINATION PROCEDURE

1. A candidate who has prosecuted a regular course of study in semester I shall be admitted to that examination subject to having at least 75% class attendance and submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

Provided that a candidate who fails to be present at the examination shall not be entitled to refund of fees.

2. A candidate who has prosecuted a regular course of study with 75% attendance and has passed examination of Semester I/III/V/VII and IX and has prosecuted a regular course of study in Semester II/IV/VI/VIII/X, may be admitted to the respective examinations subject to having at least 75% class attendance and submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

3. The list of qualified students who has passed the Semester I/II/III/IV/V/VI/VII/VIII/IX and X examination as the case may be shall be published by the University as soon as possible after the examination.

4. As soon as possible after the end semester examination, the University shall publish a list of successful candidates arranged in according to the grades obtained by them

5. The mark sheet shall reflect only the grades obtained by the student

12. **Course Credit:** Each component of Evaluation carries 4 credits. One credit is equal to 25 marks and one hour class duration per week. That is 4 hour class duration per subject per week for at least 15 weeks is 100 marks and 4 credits.

13. Grade System

1. Evaluation shall be done according to UGC 10 point Grade Scale as numerated below:

UGC 10 POINT GRADE SCALE

LETTER GRADES	GRADE POINTS (P)	MARKS IN PERCENTAGE	Division
O [OUTSTANDING]	10	85% and Above	First Class
A ⁺ [EXCELLNT]	9	70% but less than 85%	
A [VERY GOOD]	8	60% but less than 70%	
B ⁺ [GOOD]	7	55% but less than 60%	High Second Class
B [ABOVE AVERAGE]	6	50% but less than 55%	Second Class
C [Average]	5	45% but less than 50%	
P [Pass}	4	40% but less than 45%	
F [FAIL]	0	Less than 50%	
Ab [absent]	0	ab	

2. A student obtaining Grade F. Shall be considered as failed
3. In order to pass examination in any Semester, a candidate must secure at least P Grade in each paper including skill development and practical paper as well as in the aggregate.
4. A candidate securing Grades A, A⁺ and O in the aggregate in all ten semester examination taken together shall be placed in First class and a candidate securing Grades B and B⁺ in the aggregate shall be placed in the second class. A candidate securing Grades P and C in the aggregate shall be placed in the Pass class.

14. CALCULATION OF SGPA / CGPA

$$SGPA(S) = \frac{\sum C_i P_i}{\sum C_i}$$

Where, C_i = Credit assigned to a paper

P_i = Grade point earned in the paper

$$CGPA = \frac{\sum C_n S_n}{\sum C_n}$$

Where, C_n = Credit assigned to a semester

S_n = SGPA earned in a semester

15. Supplementary Examination & Casual Candidate

1. If a candidate, after completion of a regular course of study in a semester:
 - a. Fails to enroll as a candidate for the respective semester examination or fails to be present at the examination or appears but fails to complete the examination on account of illness or any other reason considered sufficient by the University or appears but fails to pass the examination in more than two papers, he/she shall be eligible to appear at any one or, if necessary, both of the two immediately following examination of the same standard to be held in the subsequent semester as a casual candidate without attending classes.

- b. The casual candidate can avail not more than two consecutive chances to pass the semester examination.
- 2. There shall be no post publication reassessment of papers in any semester of B.B.A., LL.B. [Hons.] Integrated Degree course.
- 3. A student must pass separately in each paper of different examinations. Those who pass in a paper shall not be permitted to sit for examination in that paper again. Non-appearance in a paper will count as failure in that paper.
- 4. Candidates failing in one or two papers of any examination of semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear those back papers in the regular examination of the same standard/syllabus or back paper examination of same standard/syllabus to be held in the subsequent semesters.
- 5. Candidates who fail to get admitted in higher semester due to having failed in more than two papers in semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear all the papers of that semester in the regular examination of the same standard/syllabus to be held in the following regular examinations of the respective semesters as a casual candidate in order to pass that semester. The maximum number of each chances shall however be governed by provisions of regulation 4(a) and 4(b).
- 6. In order to clear the above mentioned back papers, a candidate shall get two more chances in addition to the regular chance in immediately following examinations

16. Admission to consecutive Semester

- a. All candidate shall be provisionally admitted to the next semester class of a year after the examination of the previous semester irrespective of marks scored at the said semester subject to fulfillment of conditions laid down hereunder:
 - i. A candidate of Semester-I shall be provisionally admitted in semester-II if he/she does not have more than two back papers out of all semester papers of semester-I
 - ii. A candidate of Semester-II shall be provisionally admitted in semester-III if he/she does not have more than four back papers out of all semester papers of semester-I and semester-II provided that number of back papers of semester-II shall not exceed two.
 - iii. A candidate of Semester-III shall be provisionally admitted in semester-IV if he/she does not have more than four back papers out of all semester papers of semester-II and semester-III provided that number of back papers of semester III shall not exceed two and has cleared all the back papers of semester-I.
 - iv. A candidate of Semester-IV shall be provisionally admitted in semester-V if he/she does not have more than four back papers out of all semester papers of semester-III and semester-IV provided that number of back papers of semester-IV shall not exceed two and has cleared all the back papers of semester-II.
 - v. A candidate of Semester-V shall be provisionally admitted in semester-VI if he/she does not have more than four back papers out of all semester papers of semester-IV and semester-V provided that number of back papers of semester-V shall not exceed two and has cleared all the back papers of semester-III.
 - vi. A candidate of Semester-VI shall be provisionally admitted in semester-VII if he/she does not have more than four back papers out of all semester papers of semester-V and semester-VI

provided that number of back papers of semester-VI shall not exceed two and has cleared all the back papers of semester-IV.

- vii. A candidate of Semester-VII shall be provisionally admitted in semester-VIII if he/she does not have more than four back papers out of all semester papers of semester-VI and semester-VII provided that number of back papers of semester-VII shall not exceed two and has cleared all the back papers of semester-V.
 - viii. A candidate of Semester-VIII shall be provisionally admitted in semester-IX if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-VIII shall not exceed two and has cleared all the back papers of semester-VI.
 - ix. A candidate of Semester-IX shall be provisionally admitted in semester-X if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-IX shall not exceed two and has cleared all the back papers of semester-VII.
17. **SPECIAL FINAL:** Candidates, who fail to pass in all papers of their examinations when they first appear in the Semester-X examination, shall be eligible to appear as a casual candidate in the semester-X examination to be held within six weeks of publication of the Semester-X results. The maximum number of each chances shall however be governed by provisions of regulation 15 and 16.
18. **GRACE MARKS:** If a student fails by one mark in a paper/course or fails in the aggregate by one [01] mark, or fails to achieve the next grade or attain a change of status due to the shortage of one [01] mark in a paper/course/or aggregate, such student shall be awarded one grace mark.
19. **BOARD OF STUDIES IN LAW**
- I. The board of studies in law shall recommend names of paper setters, examiners moderators and scrutinisers.
 - i. The paper setters and examiners for answer scripts of all B.B.A., LL.B. [Hons.] examination shall ordinarily be the teachers holding substantive posts or visiting/part time/guest/contractual appointments.
 - ii. The board of moderators shall be appointed by the Vice-Chancellor on recommendation of the Board of Studies. The Board of Moderators shall moderate the questions in order to ensure that the questions are in conformity with the syllabus and that the students are required to answer questions of all types.
 - iii. If the Board of Moderators is of the opinion that the questions have not covered the syllabus, it may set questions from those parts of the syllabus which have not been covered.
20. **OVERRIDING POWERS:** In any case of any situation covered or not covered under these Regulations the Vice Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes/ Ordinances with respect to any or all of them.

**REGULATIONS RELATING TO FIVE YEAR INTEGRATED B.Com., LL.B. (HONS.) COURSE
IN LAW UNDER CBCS MODE TO BE EFFECTUATED FROM THE SESSION 2018-19**

1. **Title:** These Regulations relating to Five Year Integrated B.Com. LL.B. [Hons] Course Under CBCS Mode.
2. **ELIGIBILITY FOR ADMISSION:**
 1. A student shall be eligible for admission into the semester-I of the B.Com. LL.B. [Hons] Integrated Degree course in Law Under CBCS Mode if he /she has passed the higher secondary [10+2] examination held by the West Bengal Council of Higher Secondary Education or any other examination which is recognized by the University as equivalent thereto provided that:
 2. Such student must have obtained minimum 55% marks in the aggregate in the qualifying examination; persons belonging to scheduled caste and scheduled tribe shall be eligible to apply if they secure at least 50% marks in the qualifying examination.
 3. Such student has not passed any other examination higher than the 10+2 examination mentioned above prior to seeking admission into the course.
3. **AGE OF ADMISSION:** The age of the applicant shall not be above 20 years in case of candidates belonging to general category and shall not be above 22 years in case of applicants belonging to Scheduled caste/scheduled tribe category as on 1st July of the same academic year in which he or she may be seeking admission.
4. **SIZE OF A SECTION/CLASS:** Each class shall have not more than eighty students in two sections having 40 students in each section.
5. **DRESS CODE:** Students shall wear formal dress of legal profession in pupillage as follows:
 - i. **FOR MALE STUDENTS:** White / Black Trousers / white shirt / black tie, black coat, black socks black leather covered shoe.
 - ii. **FOR FEMALE STUDENTS:** White / Black Trousers / salwar, white shirt / Kurta, black tie / Dupatta, black coat, black socks, black leather covered shoe.
 - iii. **OPTIONAL FOR GIRL STUDENTS:** Black printed sari, white full sleeved blouse, black leather covered shoe.
6. **INTERNSHIP & PRACTICALS:** Each registered student shall have to complete minimum 20 weeks internship during the five year course under the following institutions/organizations
 - i. NGO
 - ii. Trial and Appellate Advocates
 - iii. Judiciary,
 - iv. Legal Regulatory Authorities,
 - v. Legislatures and Parliament,
 - vi. Market Institutions,
 - vii. Law Firms,
 - viii. Police,
 - ix. Companies,
 - x. Banking Institutions.
 - xi. Insurance Organisations
 - xii. Local Self-government,
 - xiii. Human Rights Commissions
 - xiv. Women Commission
 - xv. Child Welfare Committee
 - xvi. Consumer Forum

- xvii. Motor Vehicles Department
- xviii. Health Sector
- xix. Other Legal Functionaries,
- xx. Any other body approved by the University.

Provided that internship cannot be for a continuous period of more than four weeks and all students shall at least go through once in the entire academic period with Trial and Appellate advocates

Provided further that each student shall keep internship diary and the same shall be evaluated in the Xth semester by the guide in Internship and also a core faculty member.

4. **Practical paper** shall be of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce

7. **DURATION OF COURSE:** The duration of the course shall of not less than five years comprising of ten semesters.

Provided that a student shall have to complete his/her LL. B. course within seven years.

8. **CURRICULUM:** The subjects and papers for the course shall be recommended by the Board of Under Graduate Studies in law from time to time in accordance with the rules of the Bar Council of India

9. **ATTENDANCE:** No student shall be allowed to take the end semester written examination if the student concerned has not attended minimum of 75% of the classes held in the subject concerned as also moot court exercises, practical training etc. taken together.

10. **Components of Evaluation**

a. **Written Examination:** There shall be written examinations at the end of each Semesters namely, Semesters I, II, III, IV, V, VI, VII, VIII, IX, and X. A candidate has to pass in each of these examinations to qualify for the B. Com. LL.B. [Hons] degree. Each paper/course shall carry 100 marks in written examination.

b. **Internal Assessment of Skill Development:** There shall be Internal Assessment in each Semester for 100 marks. The Component of internal assessment shall be as follows:

SL. NO.	Soft Skill Development	SEMESTER
1	Legal Writing - I	I
2	Legal Writing - II	II
3	Contract Drafting	III
4	Basic Research Methodology and Project writing	IV
5	Service Learning Consumer Protection Act	V
6	Service Learning Motor Vehicles Act	VI
7	Legal Aid in surrounding Villages in consultation with Legal Services Authority	VII
8	School Human Rights and Environmental Protection Orientation	VIII
9	Service Learning: Environment Protection Act, Air, Water, Forest, Wild Life; Persons with Disabilities Act, Juvenile Justice Act	IX
10	Experiential Learning & Field work [Special focus on Disability, Children, Environment, Health, Infrastructure & Development	X

Provided that the Board of Undergraduate Studies in Law may amend the list of soft skill development component from time to time.

Provided further that A candidate has to pass in each of these soft skill development component examinations in order to qualify for the B. Com. LL.B. [Hons] degree.

D. Practical Paper & Internship: There shall be practical papers & Internship of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce.

Provided that the Board of Undergraduate Studies in Law on the recommendation of Bar Council of India may amend the list of Practical Paper & Internship component from time to time.

Provided further that A candidate has to pass in each of these Practical Paper & Internship component examinations in order to qualify for the B. Com. LL.B. [Hons] degree.

11. EXAMINATION PROCEDURE

- iv. A candidate who has prosecuted a regular course of study in semester-I shall be admitted to that examination subject to having at least 75% class attendance and submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.
Provided that a candidate who fails to be present at the examination shall not be entitled to refund of fees.
 - v. A candidate who has prosecuted a regular course of study with 75% attendance and has passed examination of Semester I/III/V/VII/and IX and has prosecuted a regular course of study in Semester II/IV/VI/VIII/X, may be admitted to the respective examinations subject to having at least 75% class attendance and submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.
 - vi. The list of qualified students who has passed the Semester I/II/III/IV/V/VI/VII/VIII/IX and X examination as the case may be shall be published by the University as soon as possible after the examination.
 - vii. As soon as possible after the end semester examination, the University shall publish a list of successful candidates arranged in according to the grades obtained by them
 - viii. The mark sheet shall reflect only the grades obtained by the student
12. **Course Credit:** Each component of Evaluation carries 4 credits. One credit is equal to 25 marks and one hour class duration per week. That is 4 hour class duration per subject per week for at least 15 weeks is 100 marks and 4 credits.

13. Grade System

1. Evaluation shall be done according to UGC 10 point Grade Scale as numerated below:

UGC 10 POINT GRADE SCALE

LETTER GRADES	GRADE POINTS (P)	MARKS PERCENTAGE	IN	Division
O [OUTSTANDING]	10	85% and Above		First Class
A+ [EXCELLNT]	9	70% but less than 85%		
A [VERY GOOD]	8	60% but less than 70%		
B+ [GOOD]	7	55% but less than 60%		High Second Class
B [ABOVE AVERAGE]	6	50% but less than 55%		Second Class
C [Average]	5	45% but less than 50%		
P [Pass}	4	40% but less than 45%		
F [FAIL]	0	Less than 50%		
Ab [absent]	0	ab		

2. A student obtaining Grade F. Shall be considered as failed
3. In order to pass examination in any Semester, a candidate must secure at least P Grade in each paper including skill development and practical paper as well as in the aggregate.
4. A candidate securing Grades A, A⁺ and O in the aggregate in all ten semester examination taken together shall be placed in First class and a candidate securing Grades B and B⁺ in the aggregate shall be placed in the second class. A candidate securing Grades P and C in the aggregate shall be placed in the Pass class.

14. CALCULATION OF SGPA / CGPA

$$SGPA(S) = \frac{\sum C_i P_i}{\sum C_i}$$

Where, C_i = Credit assigned to a paper

P_i = Grade point earned in the paper

$$CGPA = \frac{\sum C_n S_n}{\sum C_n}$$

Where, C_n = Credit assigned to a semester

S_n = SGPA earned in a semester

15. Supplementary Examination & Casual Candidate

1. If a candidate, after completion of a regular course of study in a semester:
 - a. Fails to enroll as a candidate for the respective semester examination or fails to be present at the examination or appears but fails to complete the examination on account of illness or any other reason considered sufficient by the University or appears but fails to pass the examination in more than two papers, he/she shall be eligible to appear at any one or, if necessary, both of the two immediately following examination of the same standard to be held in the subsequent semester as a casual candidate without attending classes.
 - b. The casual candidate can avail not more than two consecutive chances to pass the semester examination.
2. There shall be no post publication reassessment of papers in any semester of B.Com. LL.B. [Hons.] Integrated Degree course.
3. A student must pass separately in each paper of different examinations. Those who pass in a paper shall not be permitted to sit for examination in that paper again. Non-appearance in a paper will count as failure in that paper.
4. Candidates failing in one or two papers of any examination of semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear those back papers in the regular examination of the same standard/syllabus or back paper examination of same standard/syllabus to be held in the subsequent semesters.
5. Candidates who fail to get admitted in higher semester due to having failed in more than two papers in semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear all the papers of that semester in the regular examination of the same standard/syllabus to be held in the following regular examinations of the respective semesters as a casual candidate in order to pass that semester. The maximum number of each chances shall however be governed by provisions of regulation 4(a) and 4(b).
6. In order to clear the above mentioned back papers, a candidate shall get two more chances in addition to the regular chance in immediately following examinations

16. Admission to consecutive Semester

- a. All candidate shall be provisionally admitted to the next semester class of a year after the examination of the previous semester irrespective of marks scored at the said semester subject to fulfillment of conditions laid down hereunder:
 - i. A candidate of Semester-I shall be provisionally admitted in semester-II if he/she does not have more than two back papers out of all semester papers of semester-I
 - ii. A candidate of Semester-II shall be provisionally admitted in semester-III if he/she does not have more than four back papers out of all semester papers of semester-I and semester-II provided that number of back papers of semester-II shall not exceed two.
 - iii. A candidate of Semester-III shall be provisionally admitted in semester-IV if he/she does not have more than four back papers out of all semester papers of semester-II and semester-III provided that number of back papers of semester-III shall not exceed two and has cleared all the back papers of semester-I.
 - iv. A candidate of Semester-IV shall be provisionally admitted in semester-V if he/she does not have more than four back papers out of all semester papers of semester-III and semester-IV provided that number of back papers of semester-IV shall not exceed two and has cleared all the back papers of semester-II.
 - v. A candidate of Semester-V shall be provisionally admitted in semester-VI if he/she does not have more than four back papers out of all semester papers of semester-IV and semester-V provided that number of back papers of semester-V shall not exceed two and has cleared all the back papers of semester-III.
 - vi. A candidate of Semester-VI shall be provisionally admitted in semester-VII if he/she does not have more than four back papers out of all semester papers of semester-V and semester-VI provided that number of back papers of semester-VI shall not exceed two and has cleared all the back papers of semester-IV.
 - vii. A candidate of Semester-VII shall be provisionally admitted in semester-VIII if he/she does not have more than four back papers out of all semester papers of semester-VI and semester-VII provided that number of back papers of semester-VII shall not exceed two and has cleared all the back papers of semester-V.
 - viii. A candidate of Semester-VIII shall be provisionally admitted in semester-IX if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-VIII shall not exceed two and has cleared all the back papers of semester-VI.
 - ix. A candidate of Semester-IX shall be provisionally admitted in semester-X if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-IX shall not exceed two and has cleared all the back papers of semester-VII.

17. **SPECIAL FINAL:** Candidates, who fail to pass in all papers of their examinations when they first appear in the Semester-X examination, shall be eligible to appear as a casual candidate in the semester-X examination to be held within six weeks of publication of the Semester-X results. The maximum number of each chances shall however be governed by provisions of regulation 15 and 16.

18. **GRACE MARKS:** If a student fails by one mark in a paper/course or fails in the aggregate by one [01] mark, or fails to achieve the next grade or attain a change of status due to the shortage of one [01] mark in a paper/course/or aggregate, such student shall be awarded one grace mark.

19. **BOARD OF STUDIES IN LAW**

- I. The board of studies in law shall recommend names of paper setters, examiners moderators and scrutinisers.
 - i. The paper setters and examiners for answer scripts of all B.Com. LL.B. [Hons.] examination shall ordinarily be the teachers holding substantive posts or visiting/part time/guest/contractual appointments.
 - ii. The board of moderators shall be appointed by the Vice-Chancellor on recommendation of the Board of Studies. The Board of Moderators shall moderate the questions in order to ensure that the questions are in conformity with the syllabus and that the students are required to answer questions of all types.
 - iii. If the Board of Moderators is of the opinion that the questions have not covered the syllabus, it may set questions from those parts of the syllabus which have not been covered.

20. **OVERRIDING POWERS:** In any case of any situation covered or not covered under these Regulations the Vice Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes/Ordinances with respect to any or all of them.

**REGULATIONS RELATING TO B.A., LL.B. [GENERAL] INTEGRATED
DEGREE COURSE IN LAW**

- I. **Title:** These regulations shall be called the regulations relating to B.A., LL.B [General] integrated Degree course in Law.
- II. **Eligibility for Admission:** A student shall be eligible for admission into the semester I of the B.A., LL.B.[General] Integrated Degree course in Law if he/she has passed the higher secondary [10+2] examination which is recognized by the University as equivalent there to provided that:
1. Such student must have obtained minimum 45% marks in the aggregate in the qualifying examination; persons belonging to scheduled caste and scheduled tribe shall be eligible to apply if they secure at least 40% marks in the qualifying examination.
 2. Such student has not passed any other examination higher than the 10+2 examination mentioned above prior to seeking admission into the course.
 3. The age of the applicant shall not be above 20 years in case of candidates belonging to general category and shall not be above 22 years in case of applicants belonging to Scheduled caste/scheduled tribe category as on 1st July of the same academic year in which he or she may be seeking admission.
- III. **Size of a Section/Class:** Each class shall have two sections having 60 students in each section.
- IV. **Dress code:** Students shall wear formal dress of legal profession in pupil age as follows:
- For Male Students: White / Black Trouser / White Shirt / Black tie, black coat, black socks black covered shoe.
- For Female Students: White / Black Trouser / Salwar, White shirt / Kurta, black tie / Dupatta, black coat, black socks, black covered shoe.
- Optional for Girl Students: Black printed sari, white full sleeved blouse, covered black shoe.
- V. **Internship:** Each registered student shall have to complete minimum 20 weeks internship during the five year course under the following institutions/ organizations
- i. NGO
 - ii. Trial and Appellate Advocates
 - iii. Judiciary,
 - iv. Legal Regulatory Authorities,
 - v. Legislatures and Parliament,
 - vi. Market Institutions,
 - vii. Law Firms,
 - viii. Companies,
 - ix. Local Self-government,
 - x. Other Legal Functionaries,
 - xi. Any other body approved by the University.
- Provided that internship cannot be for a continuous period of more than four weeks and all students shall at least go through once in the entire academic period with Trial and Appellate advocates.
- Provided further that each student shall keep internship diary and the same shall be evaluated in the Xth semester by the guide in Internship and also a core faculty member.
- VI. **Duration of Course:** The duration of the course shall of five years comprising of ten semesters.

VII. **Curriculum:** The subjects and papers for the course shall be prescribed by the University from time to time in accordance with the rules of the Bar Council of India.

VIII. **Attendance:** No student shall be allowed to take the end semester written examination if the student concerned has not attended minimum of 70% of the classes held in the subject concerned as also moot court room exercises, practical training etc. taken together.

IX. **Examination Procedure:** there shall be written examinations at the end of each Semesters namely, Semesters I,II,III,IV,V,VI,VII,VIII, IX, and X.

A candidate has to pass in each of these examinations to qualify for the B.A., LL.B. [General] degree.

a. Each paper other than the practical paper shall carry 100 marks, of which 80 marks shall be for written examination and 20 marks for internal assessment.

Internal assessment shall be made under the following heads:

- i. Project writing: Marks-10
- ii. Project Presentation: Marks-05
- iii. Class performance: Marks-05

b. Practical paper shall be of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce.

1. A candidate who has prosecuted a regular course of study in semester I shall be admitted to that examination subject to submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

A Candidate who fails to be present at the examination shall not be entitled refund of fees.

2. A candidate who has passed examination of Semester I/II/III/IV/V/VI/VII/VIII/IX and prosecuted a regular course of study in Semester I/II/III/IV/V/VI/VII/VIII/IX as case may be admitted to the respective examinations subject to submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

The list of qualified students who has passed the semester I/II/III/IV/V/VI/VII/VIII/IX Examination as the case may be shall be published by the University as soon as possible after the examination.

3. As soon as possible after the LL.B. Semester X examination, the University shall publish a list of successful candidates arranged in two classes viz. First Class [Marks 60% and above] and Second Class [Marks 40% and above but below 60%] each in order of merit.

4. If a candidate, after completion of a regular course of study in a semester:

a. Fails to enroll as a candidate for the respective semester examination or fails to be present at the examination or appear but fails to complete the examination on account of illness or any other reason considered sufficient by the University or appears but fails to pass the examination in more than two papers, he/she shall be eligible to appear at any one or, if necessary, both of the two immediately following examination of the same standard to be held in the subsequent semester as a casual candidate without attending classes.

b. The Casual candidate can avail not more than two consecutive chances to pass the semester examination.

c. Without prejudice to any of the foregoing provisions of the Regulations of B.A., LL.B. (Hons), B.A., LL.B. (Gen), LL.B. (Three Years), B.B.A. LL.B and B.Com. LL.B courses, if a candidate loses

his/her studentship after exhausting three consecutive chance and fails to qualify in any semester examination, he/she shall be eligible to avail one more chance of Studentship Revival Examination only once during the entire course of his study as Under Graduate Law student under University of North Bengal.

d. A special examination of all the back papers [not exceeding two in semesters-IX-X] shall be held for Semester-X candidates only, ordinarily after six (6) weeks of the publication of the results of examination of Semester-X.

5. In order to pass examination in any Semester, a candidate must secure 40% marks in each paper including practical paper as well as in the aggregate.
 - a. In order to qualify in any examination appearing in the internal assessment examination is mandatory. However if a candidate secures qualifying marks in the written examination but fails to appear in the internal assessment examination his/her result shall be considered incomplete till the candidate appears in the concerned internal assessment examination of the same standard when it is offered next. Such a candidate shall be provisionally promoted [PP] to the next semester. If the number of papers wherein the candidate fails to appear internal assessment examination are more than two the candidate shall become a casual candidate and shall not be promoted in the next semester.
 - b. If a candidate appeared in the internal assessment examination and failed in not more than two theoretical paper, the marks obtained in the internal assessment examination shall be carried forward in the next subsequent examinations.
 - c. Where a candidate fails to qualify in more than two papers and has become a casual candidate his/her internal assessment examination marks shall be carried forward.
6. There shall be no post publication reassessment of papers in any semester of B.A., LL.B [General] integrated Degree course.
 - a. A student must pass separately in each paper of different examinations. Those who pass in a paper shall not be permitted to sit for examination in that paper again. Non-appearance in a paper will count as failure in that paper.
 - b. All candidate shall be provisionally admitted to the next semester class of a year after the examination of the previous semester irrespective of marks scored at the said semester subject to fulfillment of conditions laid down hereunder:
 - i. A candidate of Semester-I shall be provisionally admitted in semester-II if he/she does not have more than two back papers out of all semester papers of semester-I
 - ii. A candidate of Semester-II shall be provisionally admitted in semester-III if he/she does not have more than four back papers out of all semester papers of semester-I and semester-II provided that number of back papers of semester-II shall not exceed two.
 - iii. A candidate of Semester-III shall be provisionally admitted in semester-IV if he/she does not have more than four back papers out of all semester papers of semester-II and semester-III provided that number of back papers of semester-III shall not exceed two and has cleared all the back papers of semester-I.
 - iv. A candidate of Semester-IV shall be provisionally admitted in semester-V if he/she does not have more than four back papers out of all semester papers of semester-III and semester-IV provided that number of back papers of semester-IV shall not exceed two and has cleared all the back papers of semester-II.

- v. A candidate of Semester-V shall be provisionally admitted in semester-VI if he/she does not have more than four back papers out of all semester papers of semester-VI and semester-V provided that number of back papers of semester-V shall not exceed two and has cleared all the back papers of semester-III.
- vi. A candidate of Semester-VI shall be provisionally admitted in semester-VII if he/she does not have more than four back papers out of all semester papers of semester-V and semester-VI provided that number of back papers of semester-VI shall not exceed two and has cleared all the back papers of semester-VI.
- vii. A candidate of semester-VII shall be provisionally admitted in semester-VIII if he/she does not have more than four back papers out of all semester papers of semester-VI and VII provided that number of back papers of semester-VII shall not exceed two and has cleared all the back papers of semester-V.
- viii. A candidate of semester-VIII shall be provisionally admitted in semester-IX if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-VIII shall not exceed two and has cleared all the back papers of semester-VI.
- ix. A candidate of Semester-IX shall be provisionally admitted in semester-X if he/she does not have more than four back papers out of all semester papers of semester-VIII and semester-IX provided that number of back papers of semester-IX shall not exceed two and has cleared all the back papers of semester-VII.
- c. Candidates failing in one or two papers of any examination of semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear those back papers in the regular examination of the same standard/syllabus or back paper examination of same standard/syllabus to be held in the subsequent semesters.
- d. Candidates who fail to get admitted in higher semester due to having failed in more than two papers in semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear all the papers of that semester in the regular examination of the same standard/syllabus to be held in the following regular examinations of the respective semesters as a casual candidate in order to pass that by provisions of regulation 4(a) and 4(b).
- e. In order to clear the above mentioned back papers, a candidate shall get two more chances in addition to the regular chance in immediately following examinations.
- f. Candidates, who fail to pass in all papers of their examinations when they first appear in the semester-X examination, shall be eligible to appear as a casual candidate in the semester-X examination of the next session, The maximum number of each chances shall however be governed by provisions of regulation 4(a) and 4(b).
7. A candidate securing at least 60% marks in the aggregate in all ten semester examination taken together shall be placed in first class and the candidate securing 40% and above but less than 60% in the aggregate shall be placed in the second class.
8. **Board of Studies in Law:** The board of studies in law shall recommend names of paper setters, examiners moderators and scrutinizers.
- i. The paper setters and examiners for answer scripts of all B.A. LL.B [General] examination shall ordinarily be the teachers holding substantive posts of visiting/part time/guest/contractual appointments.

- ii. The board of moderators shall be appointed by the Vice-Chancellor on recommendation of the Board of Studies. The Board of Moderators shall moderate the questions in order to ensure that the questions are in conformity with the syllabus and that the students are required to answer questions of all types.
 - iii. If the Board of Moderators is of the opinion that the questions have not covered the syllabus, it may set questions from those parts of the syllabus which have not been covered.
9. **Overriding Powers:** In any situation covered or not covered under these Regulations the Vice-Chancellor shall have power to issue directions not inconsistent with the Acts/Statutes/Ordinances with regard to any of the above.

REGULATIONS RELATING TO BACHELOR DEGREE COURSE IN LAW (LL.B. 3 Year)

- I. **Title:** These regulations shall be called the regulations relating to LL.B (3 Year) Degree course in Law.
- II. **Eligibility for Admission:** A student shall be eligible for admission into the semester-I of the LL.B (3 Year) Degree course in Law if he/she has graduated in any discipline of knowledge from a University established by an Act of Parliament or by State Legislature or an equivalent national Institution recognized as Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence provided that:
1. Such student must have obtained minimum 45% marks in the aggregate in the qualifying examination: persons belonging to scheduled caste and scheduled tribe shall be eligible to apply if they secure at least 40% marks in the qualifying examination.
 2. The age of the applicant shall not be above 30 years in case of candidates belonging to general category and shall not be above 35 years in case of applicant belonging to scheduled caste/scheduled tribe category as on 1st July of the same academic year in which he or she may be seeking admission.
- III. **Size of a Section/Class:** Each class shall have two sections having 60 students in each section.
- IV. **Dress Code:** Students shall wear formal dress of legal profession in pupil age as follows:
- For Male Students: White/Black Trouser/white shirt, black tie, black coat, black socks, black covered shoe.
- For Female Students: White/Black Trouser/salwar, white shirt/Kurta, black tie/Dupatta, black coat, black socks, black covered shoe.
- Optional for Girl Students: Black printed sari, white full sleeved blouse, covered black shoe.
- V. **Internship:** Each Registered student shall have to complete minimum 12 weeks internship during the three year course under the following institutions/organizations.
- i. NGO.
 - ii. Trial and Appellate Advocates.
 - iii. Judiciary,
 - iv. Legal Regulatory Authorities,
 - v. Legislatures and Parliaments,
 - vi. Market Institutions,
 - vii. Law Firms,
 - viii. Companies,
 - ix. Local Self-government,
 - x. Other Legal Functionaries,
 - xi. Any other body approved by the University.
- Provided that internship cannot be for a continuous period of more than four weeks and all students shall at least go through once in the entire academic period with Trial and Appellate advocates.
- Provided further that each student shall keep internship diary and the same shall be evaluated in the VIth semester by the guide in internship and also a core faculty member.
- VI. **Duration of Course:** The duration of the course shall of three years comprising of ten semesters.

VII. **Curriculum:** The subjects and papers for the course shall be prescribed by the University from time to time in accordance with the rules of the Bar Council of India.

VIII. **Attendance:** No student shall be allowed to take the end semester written examination if the student concerned has not attendant minimum of 70% of the classes held in the subject concerned as also moot court room exercises, practical training etc. taken together.

IX. **Examination Procedure:** There shall be written examinations at the end of each Semesters namely, Semesters I,II,III,IV,V, and VI.

A candidate has to pass in each of these examinations to qualify for the LL.B, (3 Year) degree.

a. **Each Paper** other than the Practical paper shall carry 100 marks, of which 80 marks shall be for written examination and 20 marks for internal assessment.

Internal assessment shall be made under the following heads:

- i. Project writing: Marks-10
- ii. Project Presentation: Marks-05
- iii. Class performance: Marks-05

b. **Practical paper** shall be of 100 marks, of which 90 marks shall be for written submissions and 10 marks for viva voce.

1. i. A candidate who has prosecuted a regular course of study in semester-I shall be admitted to that examination subject to submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

A candidate who fails to be present at the examination shall not be entitled to refund of fees.

ii. A candidate of Semester-II shall be provisionally admitted in semester-III if he/she does not have more than four back papers out of all semester papers of semester-I and semester-II provided that number of back papers of semester-II shall not exceed two.

iii. A candidate of Semester-III shall be provisionally admitted in semester-IV if he/she does not have more than four back papers out of all semester papers of semester-II and semester-III provided that number of back papers of semester-III shall not exceed two and has cleared all the back papers of semester-I.

iv. A candidate of Semester-IV shall be provisionally admitted in semester-V if he/she does not have more than four back papers out of all semester papers of semester-III and semester-IV provided that number of back papers of semester-IV shall not exceed two and has cleared all the back papers of semester-II.

v. A candidate of Semester-V shall be provisionally admitted in semester-VI if he/she does not have more than four back papers out of all semester papers of semester-IV and semester-V provided that number of back papers of semester V shall not exceed two and has cleared all the back papers of semester-III.

c. Candidates failing in one or two papers of any examination of semester I,II,III,IV,V shall be eligible to clear those back papers in the regular examination of the same standard/syllabus or back paper examination of same standard/syllabus to be held in the subsequent semesters.

d. Candidates who fail to get admitted in higher semester due to having failed in more than two papers in semester I,II,III,IV,V shall be eligible to clear all the papers of that semester in the regular examination of the same standard/syllabus to be held in the following regular examinations of the

respective semesters as a casual candidate in order to pass that semester. The maximum number of each chances shall however be governed by provisions of regulation 4(a) and 4(b).

e. In order to clear the above mentioned back papers, a candidate shall get two more chances in addition to the regular chance in immediately following examinations.

f. Candidates, who fail to pass in all papers of their examinations when they first appear in the Semester-VI examination, shall be eligible to appear as a casual candidate in the semester-VI examination of the next session. The maximum number of each chances shall however be governed by provisions of regulation 4(a) and 4(b).

3. A candidate who has passed examination of Semester I,II,III,IV,V and prosecuted a regular course of study in Semester I,II,III,IV,V,VI, as case may be admitted to the respective examinations subject to submissions of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such forms and within such time as may be notified by the University.

The list of qualified students who has passed the Semester I,II,III,IV,V examination as the case may be shall be published by the University as soon as possible after the examination.

4. As soon as possible after the LL.B Semester-VI examination, the University shall published a list of successful candidates arranged in two classes viz. First Class (Marks 60% and above) and Second Class (Marks 40% and above but below 60%) each in order of merit.
5. If a candidate, after completion of a regular course of study in a semester:
 - a. Fails to enroll as a candidate for the respective semester examination or fails to be present at the examination or appears but fails to complete the examination on account of illness or any other reason considered sufficient by the University or appears but fails to pass the examination in more than two papers, he/she shall be eligible to appear at any one or, if necessary, both of the two immediately following examination of the same standard to be held in the subsequent semester as a casual candidate without attending classes.
 - b. The casual candidate can avail not more than two consecutive chances to pass the semester examination.
 - c. Without prejudice to any of the foregoing provisions of the Regulations of B.A., LL.B. (Hons), B.A., LL.B. (Gen), LL.B. (Three Years), B.B.A. LL.B and B.Com. LL.B courses, if a candidate loses his/her studentship after exhausting three consecutive chance and fails to qualify in any semester examination, he/she shall be eligible to avail one more chance of Studentship Revival Examination only once during the entire course of his study as Under Graduate Law student under University of North Bengal.
 - d. A special examination of all the back papers [not exceeding two in semesters-IX-X] shall be held for Semester-X candidates only, ordinarily after six(6) weeks of the publication of the results of examination of Semester-X.
6. In order to pass examination in any Semester, a candidate must secure 40% marks in each paper including practical papers as well as in the aggregate.
7. There shall be no post publication reassessment of papers in any semester of LL.B (3 Year) Degree course.
 - a. A student must pass separately in each paper of different examinations. Those who pass in a paper shall not be permitted to sit for examination in that paper again. Non-appearance in a paper will count as failure in that paper.

- b. All candidate shall be provisionally admitted to the next semester class of a year after the examination of the previous semester irrespective of marks scored at the said semester subject to fulfillment of conditions laid down hereunder:
- i) A candidate of Semester-I shall be provisionally admitted in semester-II if he/she does not have more than two back papers out of all semester papers of semester-I.
8. A candidate securing at least 60% marks in the aggregate in all ten semester examination taken together shall be placed in First class and the candidate securing 40% and above but less than 60% in the aggregate shall be placed in the second class.
- X. **Board of Studies in Law:** The board of studies in law shall recommend names of paper setters, examiners moderators and scrutinizers.
- i. The paper setters and examiners for answer scripts of all LL.B (3 Year) examination shall ordinarily be the teachers holding substantive posts or visiting/part time/guest/contractual appointments.
- ii. The board of moderators shall be appointed by the Vice-Chancellor on recommendation of the Board of Studies. The Board of Moderators shall moderate the questions in order to ensure that the questions are in conformity with the syllabus and that the students are required to answer questions of all types.
- iii. If the Board of Moderators is of the opinion that the questions have not covered the syllabus, it may set questions from those parts of the syllabus which have not been covered.
- XI. **Overriding Powers:** In any situation covered or not covered under these Regulations the Vice Chancellor shall have power to issue directions not inconsistent with Acts/Statutes/ordinances in respect of those matters.

**REGULATIONS RELATING TO
4 SEMESTER MASTER IN LIBRARY & INFORMATION SCIENCE (MLIS)**

1. Curricular Work

- a. The academic Programme to be pursued during the course will be as follows.
 - a) 7 theoretical Papers
 - b) 3 Practical Papers
 - c) 7 Tutorial papers
 - d) Seminar
 - e) Viva voce
- b. Each Theoretical, Practical, Tutorial paper, Seminar, Viva Voce will carry “**CREDIT**” according to the number of hours devoted per week as indicated in the following table.

Paper	No of hours / week	Credit assigned
Theoretical	3	3
Tutorial	1	1
Practical	2	2
Seminar	---	3
Viva Voce	---	2

- c. 3 lecture hours and 1 tutorial hour per week shall be allotted to each theoretical paper of 80 marks. 4 contact hours per week shall be allotted to each practical paper of 80 marks (2 credits). The total credit to be earned to complete the MLIS course will be 80.

2. Evaluation

The system of evaluation shall be based on (a) written examination (b) continuing evaluation and (c) practical examination wherever applicable.

For the purpose of continuing evaluation, the assignments with 30% of the total marks (unless otherwise prescribed by the Faculty Council) shall be the following:-

1. Seminar.
2. Group discussion.
3. Tutorials / class-test.
4. Term paper.
5. Review work.
6. Small research project.
7. Design and / or Fabrication of instrument.
8. Development of methodology.
9. Case studies.
10. Comprehensive Viva-voce.
11. Institutional /Field training and studies.

Any other form as may be approved by the Faculty Council for post-graduate studies concerned.

The assignments as mentioned above except the comprehensive viva-voce shall have to be completed before the written examinations. The respective Boards of Studies shall select at least two assignments from amongst the list of items given above.

- (a) In case of Term Papers, Reviews, Project Reports and other assignments referred to in serial numbers 4, 5, 6, 7, 8, 9, 11, the responsibility of assignments shall ordinarily be given to one of

the teachers but assessment shall be made by the Board consisting of at least two teachers including the supervisor from within the department or from the allied departments of this University or other University/Institution, possessing knowledge of the field concerned.

- (b) In case of comprehensive viva- voce, the teachers of the department, and ordinarily one expert recommended by the Board of studies shall constitute the Board.
- (c) Two copies of seminar paper/term paper shall have to be submitted by a student at the time of presentation.

Similar copies of term paper, research report and similar assignments shall be submitted ordinarily one week before the commencement of the Seminar/Project evaluation. Failure to comply with the date of submission shall be treated as absence in that examination.

The marks obtained in the Term paper, Seminar paper, Group discussion, Research report and similar assignments shall be separately indicated in the mark sheet along with the marks obtained in the written and practical examinations.

Respective P.G. Board of Studies shall decide evaluation systems for tutorials/Class tests.

3. Examinations:

- a. The examinations for the MLIS course shall at the end of each semester (ESA). At the end of each semester, an examination of the papers covered in that semester will be held. The schedule of a semester examination and the credits to be earned will be according to the course structure given in the syllabus.
- b. In any semester, the study break between the completion of regular classes and the commencement of semester examination will generally be a maximum of seven (7) calendar days. A student earns the credit assigned to a paper when she/he passes in that paper according to the criteria stated below.
- c. A candidate shall be eligible for appearing at any of the examinations provided she/he prosecutes a regular course of studies in the Department of Library and Information Science and attends at least 75% of the total number of theoretical classes (including tutorial) and practical classes (including supporting theoretical classes, if any) separately held during the semester.
- d. Each theoretical paper shall be of 80 marks, comprising 15 marks for Teacher's Assessment (TA), 15 marks for class Test (CT) and 50 marks in End Semester Examination (ESE). TA and CT put together will form the sessional component of the marks.
- e. Each practical paper shall be of 80 marks, comprising 30 marks for Teacher's Assessment (TA) and 50 marks in End Semester Examination (ESE).
- f. Teacher's assessment will be divided ordinarily in to three components - Attendance (5 marks), Group discussion (5 marks) and Tutorial (5 marks). In case of practical papers TA will be divided as – Attendance (5 marks) and project (25 marks). Marks of each class test will be awarded by conduction tests as recommended by the Board of Studies. Marks for attendance will be divided as :

Attendance	Marks
75%	1
>=75%<85%	2
>=85%<90%	3
>=90%<95%	4
>=95%	5

- g. Duration of end semester examination of a theoretical paper carrying 4 credits will be of 3 hour duration.
- h. Theoretical papers shall ordinarily be set by internal examiners only.
- i. Theoretical scripts shall be ordinarily be examined by internal examiners.
- j. The performance of a student in a paper (Theory/Practical), tutorial and project/ study report will be evaluated on the basis of marks (TA+CA+ESE) secured in each subject in terms of a letter ‘G’ (Grade) and ‘GP’ (Grade Point) earned by the student. The equivalence between Grade, Grade point and the percent of marks (out of notional full marks) is tabulated below.

Percentage of Marks	Grade	Grade Point
$\geq 90\%$	O	10
$\geq 80\% < 90\%$	E	9
$\geq 70\% < 80$	A+	8
$\geq 60\% < 70\%$	A	7
$\geq 55\% < 60\%$	B+	6
$\geq 50\% < 55\%$	B	5.5
$\geq 40\% < 50\%$	C	5
$\geq 30\% < 40\%$	D	4
$< 30\%$	F	0

Grade ‘F’ also implies failure to earn the corresponding credit. Grades higher than ‘F’ and Grade Points greater than 0 indicate successful clearing of a subject which will ensure earning of the corresponding Grade Point (P) and the Credit (C) assigned to that unit.

Each subject/paper will carry credit according to the number of hours devoted per week and obtained by the following calculations:

$$\text{Credit (C)} = [L + (T+P)/2]$$

Where, L= Theoretical Hours, T= Tutorial Hours, P= Practical Hours

In any paper/subject, if a student is unable to secure a grade higher than ‘F’, that is grade point greater than zero; she/she fails to earn any ‘credit’ assigned to that paper/subject.

- k. The overall performance of a candidate in a particular semester examination (j^{th} , $j= 1, 2$), who earns all the credit of that semester in one chance, will be assessed by the Semester Grade Point Average (SGPA) ‘S’ to be computer as

$$\text{SGPA [S}^{(j)}] = \sum P_i^{(j)} C_i^{(j)} / \sum c_i^{(j)}$$

Where summations are over the Grade Point and Credits earned in the examination of the j^{th} Semester. C_i may be the credit associated with a Theoretical or a tutorial or a practical paper or project work and p_i is the corresponding grade points earned in the j^{th} semester.

- l. On completion of the MLIS Course the overall performance of a candidate will be assess by the ‘Cumulative Grade Point Average’ (CGPA) to be computer from

$$\text{CGPA} = \sum S^{(j)} C^{(j)} / \sum C^{(j)}$$

For a student who earns all the credits of the course in single chance; and from

$$\text{CGPA} = \sum [P_k \cdot C_k] / 40$$

For a student who completes the MLIS course in more than four semesters as per regulations, where P_k is the grade point earned in a unit carrying C_k credits the summation is over all the papers of the MLIS course.

- m. Each candidate shall have to submit seminar / project / dissertation report assigned to her/him ten days before commencement of semester examinations. The assessment of this paper shall be done by a Board of Examiners consisting of at least three examiners (ordinarily one shall be External Examiner).
- n. The 2nd 3rd and 4th semester classes will begin within ten (10) days after the completion of the previous Semester Examinations.
- o. A student who earns at least 16 credits in a semester examination will be allowed to continue in the next semester.
- p. If a student earns less than 16 credits in a Semester examination, he/she will be deemed to have failed in that semester examination. The promotional status of the candidate will be shown as 'F' in the grade card meaning that the candidate has failed in the semester and is ineligible for promotion to the next higher semester and has to apply for readmission to the same semester next year.
- q. The 'back' credits of a semester will have to be earned in the examination of the same semester of the next academic session. The candidate will have two such additional chances (a total of 3 chances) to earn the due credits in the next two consecutive academic sessions in the examinations of the particular semester. The candidate is not required to attend the classes corresponding to back credits.
- r. For a student who fails to earn all the credits of semester but gets promoted to the next semester by virtue of earning at least 16 credits, it would be necessary that the total 'back' credits of a student does not exceeds 8 and such students will not be permitted to pursue the course further. The promotional status of the candidate will be shown as 'Q' in the grade card meaning the candidate is eligible for provisional promotion to the next semester with a pre condition that the backlogs have to be cleared in the subsequent two semester.
- s. In order to complete the MLIS course, a student will have to utilize all the allowed chances within two years or two consecutive academic sessions from the date of first admission. A student who fails to earn all the credits of the MLIS course within the allowed chances will not be permitted to pursue the course.
- t. A students who fails in a Semester examination, will not be allowed to continue in the next semester and will have to revert to the same semester in the next academic session and will have two additional chances.
- u. A candidate who remains absent in any paper (s), he/she will accumulate back credit in that paper (s).
- v. A candidate who completes the MLIS course in more than 4 semesters of completes the MLIS course in 4 semesters with back papers will be deprived of his/her position in order of merit but will be awarded the CGPA she/he earns.
- w. A Consolidated Grade Sheet, showing the combined results of 4 semester examinations of MLIS course will be issued to a candidate after he/she successfully earns all the credits of the course. Those who will complete the course in more than two year will have to apply for the consolidated grade sheet by submitting attested copies of all her/his semester grade sheets.

3. A. Written examination:

- a) The total marks for each test shall be divided into equally balanced courses.
- b) The questions for each course shall ordinarily be divided into three types:
 - I. Essay/long answer type/critical question type.
 - II. Short answer type/problem oriented questions/explanations.
 - III. Objective/multiple-choice type.
- c) Candidates may apply for post-publication reassessment of all the papers/groups (theoretical only) of each semester on payment of fees to be prescribed by rules within ten days from the date of despatch of mark sheets from the office of the Controller of Examination.
- d) Ordinarily External experts to be recommended by the respective Board of post-graduate studies shall do the post-publication reassessment.
- e) All answer scripts (theoretical papers/ groups/ courses) shall be coded before evaluation.
- f) The Board of Studies shall recommend a panel of names to act as paper-setters, examiners, and moderators for written and practical examinations/ project work and examiners for post-publication reassessment. In addition, the Board shall recommend one or more teachers from the Department to act as scrutinizer (s).
- g) The Board of moderators, to be constituted for each semester, shall moderate the questions set by the paper-setters in order to ensure that the questions are in conformity with the stipulations mentioned in Ordinance 6(1) and 6(2) and that the students are required to answer questions of all types. Topics on which questions were set last year may also be considered for setting the question paper for the current year. The Board of moderators shall consist of the following members:
 - I. Head of the Department (Chairman).
 - II. Two external experts, for each Board.
 - III. Internal teachers to be recommended by the Board of post-graduate Studies.Three members shall form the quorum.

If the Board of moderators feels that the questions have not covered the syllabus, the Board may set questions from those parts that have not been covered.

**REGULATIONS RELATING TO THE MASTER OF BUSINESS
ADMINISTRATION (MBA) COURSE**

1. These Regulations shall be called the Regulations relating to Master of Business Administration (MBA) Course and shall be subject to the Act/Statutes/Ordinances.
2. The Course shall be conducted and administered by the Professor Nurul Hasan Centre for Management Studies of the university as constituted under Rules.

3. Eligibility:

Any Graduates having completed at least 3 yrs. first degree education in any discipline after (10+2) level from recognized university/intuitions. Candidates appearing in their final examinations shall be permitted to apply.

4. Fees:

Rs. 20,000/- per Semester for general candidates and Rs. 50,000/- per Semester for NRI / Sponsored candidates. The fee shall cover tuition, study materials, computer aids only. In addition to the above fees, the students shall have to bear their own expenses during summer training, shall pay examination fees @ Rs. 500/- per Semester and University Registration Fee (in case of graduates of other universities). They shall also pay library caution deposit of Rs. 500/- and such other fees/ revised fees as the university may decide.

5. Selection of Students:

The students shall be selected for admission on the basis of merit from the Merit List to be prepared by state / National level entrance examination following UGC/State Govt. guidelines.

6. Syllabus:

The syllabus with names of each paper shall be prescribed separately on recommendation of the concerned Faculty Council.

7. The curricular work leading to the MBA course shall be spread of over two years or four semesters, each of 15-16 weeks duration. There shall be 24 papers of 50 marks, Internal Evaluation of 200 marks and project paper of 200 marks in the MBA Programme. In the third and fourth semester each, a candidate shall study two Major Papers from any one of the Groups and two Minor Papers from any one of the Groups other than the Groups other than the Group for the Major Papers. The Project Report consisting of 150 marks in the third semester and 50 marks in fourth semester shall be submitted before commencement of third and fourth semester examinations respectively.

The Project Report of third semester shall comprise of following:

1. Project Paper evaluation (Course-233): (150 Marks)
2. Project Viva-Voce (Course-23): (50 Marks)

The Project Report of third semester shall comprise of following:

1. Entrepreneurship Development Project evaluation: (Course-245): (50 Marks)
2. Entrepreneurship Development Project Viva-Voce: (Course-246): (50 Marks)

Computer application in Management Paper of 100 marks in the first semester shall consist of 50 marks in Theory & 50 marks in Practical.

8. Internal evaluation shall consist of the following:

Course	Marks	Semester
118 (Computer Practical)	50	1 st Sem.
128 (Viva-Voce)	50	2 nd Sem.
234 (Project Viva-Voce)	50	3 rd Sem.
246 (Entrepreneurship Development Project Viva-Voce)	50	4 th Sem.

9. A candidate shall be declared to have passed MBA Examination if he/she secures 40% or more of total marks in each paper/course in each of the internal tests and in each of the semester examination. A student shall also complete his/her Summer Project and the same shall be submitted in due time as may be notified.

Candidates who fail in not more than three papers/course (including Project Papers) in a semester examination shall be promoted to the next semester and they shall be allowed to appear in supplementary examinations in the failed (back) papers/courses in the two consecutive semester examinations of same standard. Those failing in more than three papers/courses shall get two chances to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers/courses in the two consecutive attempts shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take re-admission in the concerned semester on payment of all fees. However, a candidate shall have to clear all papers for completing MBA Course within four academic session of his/her admission to course.

10. Grading of successful Students:

1. Candidates obtaining 75% marks and above in the aggregate of all the Papers shall be awarded First Class with Distinction.
2. Candidates securing 60% marks and above but below 75% in the aggregate of all the Papers shall be awarded First Class.
3. Candidates securing 55% marks and above but below 60% in the aggregate of all the Papers shall be awarded second Class with Distinction.
4. Candidates securing 40% marks and above but below 55% in the aggregate of all the Papers shall be awarded second Class.
5. Candidates securing less than 40% marks shall be declared failed.

11. Summer Training:

Each student shall be required to undertake summer training in a company of repute over a period of 6 – 8 weeks as a part of course curriculum just after the second semester examination in order to gain first hand practical exposure and relate the conceptual and analytical skills acquired in classroom to actual managerial practices. On the basis of his / her experience during the field work, a student shall have to submit a project before the fourth semester examination as per guidelines issued by the Department.

12. An Expert Committee having tenure of 2 yrs. shall be constituted by the Vice-Chancellor to discharge the powers of Board of Studies to recommend names of paper setters, moderators, examiners and scrutinizers. Curriculum and its modification shall also be processed by this Committee.

a) The project report shall be evaluated and practical examination / viva-vice shall be conducted by a board consisting of one internal and one external examiner.

- b) The project report shall be evaluated by the supervisor and an external expert.
- 13. A candidate shall be required to attend at least 75% of the classes if any, to be eligible to enroll for the university examination.
- 14. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances.

REGULATIONS RELATING TO THE BACHELOR OF COMPUTER APPLICATION (BCA)

1. **Eligibility:** Students who have passed the Higher Secondary Examination of West Bengal Council of Higher Secondary Education (10+2 pattern) or any other examination recognized by the University as equivalent having Mathematics as one of the compulsory subject shall be eligible for admission to the BCA Course.

2. Duration and Courses of Study:

a) The Curricular work leading to the Degree of Bachelor of Computer application (BCA) shall be spread over three academic sessions.

b) each academic session shall be divided into two semesters each having a duration of about 6 months. There shall be six Examinations conducted by the University – one at the end of each semester.

3. **Examinations:** Distribution of marks for each Semester Examination, the number of Theoretical and Practical (Lab) Papers, duration of each paper, supplementary examination (if any) shall be prescribed separately.

4. Evaluation and Grading:

a) In order to pass any of the BCA Examination a candidate must obtain the following marks:

(i) at least 34% marks in each theoretical paper

(ii) at least 40% marks in each practical paper

b) For the purpose of final result of a candidate for the degree of BCA, marks obtained in different semester examinations shall be taken into consideration.

c) Candidates who have passed all the Semester examinations and have secured at least 66% marks in the aggregate of all semester marks arrived in the manner indicated in clause (b) shall be placed in the First Class. Other successful candidates shall be placed in the Second Class.

d) A candidate who fails:

(i) in more than two subjects/papers shall have to repeat the whole course.

(ii) in not more than two subject/papers, shall be promoted to the next semester with back papers in the subjects concerned.

(iii) in the previous semester's back paper(s), shall not be promoted to the subsequent Semester even if he/she passes in all the subjects of the particular Semester Examination. He/She shall be promoted to the subsequent semester (as and when it commences) only after he/she passes the previous Year back papers as an external candidate. For example, a candidate shall not be promoted to the:

(i) Third Semester with back papers of First Semester

(ii) Fourth Semester with back papers of Second Semester.

(iii) Fifth Semester with back papers of Third Semester.

(iv) Sixth Semester with back papers of Fourth Semester

e) A candidate who fails in one or more practical papers shall be required to repeat the entire course as a repeater candidate.

(f) A candidate must pass any of the Semester Examination within Fourth Semesters from date of admission to the course corresponding to the particular examination subject to the condition that he/she must pass Sixth Semester Examination within six year from the date of admission in the college.

g) If a candidate does not satisfy the conditions laid down in clause (f) he/she shall not be allowed to continue study any further, and he/she shall have to leave the College.

5. Eligibility for admission to Semester Examinations:

a) To be eligible to appear at any of the Semester Examinations a candidate must satisfy the following conditions:

- (1) Attended at least 75% of the theoretical and practical (Lab) classes in an academic session.
- (2) Satisfactorily completed the sessional works, if any.
- (3) Cleared all College dues.

The Vice-Chancellor, on the recommendation of the Principal of the College, shall have the power of relaxing the prescribed percentage of attendance to the extent of 10% without imposition of any condonation fee. The prescribed percentage of attendance may further be relaxed by the Vice-Chancellor on recommendation of the Principal by another 10% in which case the candidates shall have to appear as non-collegiate student on payment of condonation fee as may be prescribed. The principal may recommend for relaxation of the prescribed percentage of attendance on the following grounds only:

- (i) Illness as evidenced by medical certificate,
- (ii) Natural calamity,
- (iii) Participation in extra-curricular activities sponsored by the College / University.

b) Every candidate for admission to any of the six Semester Examinations shall send to the University his/her applications with a certificate of fitness from the Principal of the College in the prescribed form together with fees as may be prescribed by the University from time to time ordinarily a month before the date fixed for the commencement of the examinations.

A Candidate who fails to pass or to present himself/herself for the examination shall not be entitled to claim a refund of the fees.

c) Admission to First Semester Examination:

A candidate who fulfils the requirements of clause 1 and clause 5 (a) shall be admitted to the First Semester Examination.

d) Admission to Second Semester Examination:

A candidate who has passed the First Semester Examination or has failed in not more than two subjects/papers in the First Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Second semester Examination.

e) Admission to Third Semester Examination:

A candidate who has passed the Second Semester Examination or has failed in not more than two subjects/papers in the Second Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Third semester Examination.

f) Admission to Fourth Semester Examination:

A candidate who has passed the Third Semester Examination or has failed in not more than two subjects/papers in the Third Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Forth semester Examination.

g) Admission to Fifth Semester Examination:

A candidate who has passed the Fourth Semester Examination or has failed in not more than two subjects/papers in the Fourth Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Fifth semester Examination.

h) Admission to Sixth Semester Examination:

A candidate who has passed the fifth Semester Examination or has failed in not more than two subjects/papers in the fifth Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Sixth semester Examination.

6. Publication of Results, Marksheets, and Medals:

a) The candidates shall receive separate marksheets for each of the six semester Examinations. Those candidates who pass in back paper examinations shall also receive separate marksheets on the results of those examinations. Candidates who have completed and passed all the six semester Examinations shall be given a final combined marksheet showing total marks obtained by the candidates in First to Fifth Semester and subject wise marks of Sixth Semester Examination.

b) As soon as possible after the sixth Semester Examination, the University shall publish a list of successful candidates in order of merit.

c) Award of Medals to successful candidates shall be made in accordance with the prescribed rules provided the candidates do not take more than 3 years for passing all the six semester Examinations and provided also that they pass all examinations without any back subject.

d) There shall be no post-publication / assessment of answer scripts which however, may be scrutinised on application along with payment of prescribed fee for each paper. Applications for scrutiny shall not be entertained if not submitted within fourteen days of the date of the publication of receipt of Marksheet.

7. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances.

REGULATIONS RELATING TO POSTGRADUATE DIPLOMA COURSE IN ENVIRONMENTAL LAW

1. These regulations shall be called as the Regulations relating to Post Graduate Diploma Course in Environmental Law.

2. **Eligibility for Admission:** Candidates holding graduate degree in any discipline from the North Bengal University or any other University recognized by N.B.U. shall be eligible for admission. Selection of candidates for admission shall be based as per procedure to be prescribed by the University from time to time.

3. **Duration of the course:** The duration of the course shall be one year comprising of two semesters each of six months.

4. **Course Content:** The total number of marks shall be 1000. The curriculum shall consist of nine theoretical papers each of 100 marks in addition to the project and viva voce each of 50 marks. The first semester shall have paper – I to V and the Second semester shall have paper-VI to IX and project and viva voce.

Candidates shall write a project report under supervision of a teacher containing about 1500 words on given topic in the 2nd semester and submit to the Department at least 15 days before the commencement of 2nd semester examination.

Detailed course content shall be prescribed separately.

5. Examination:

i) All papers shall contain multiple type questions including descriptive answer (60 marks), short answer (20 marks) and objective type questions (20 marks).

ii) There shall be semester examination at the end of each semester.

iii) The evaluation of the students shall be based on their performance in written examination, project, viva voce.

iv) Grade shall be awarded in the following manner:

a) To be eligible for award of Postgraduate Diploma in Environmental Law, a candidate shall have to obtain a minimum of 40% marks in the aggregate but below 50% in order to be placed in grade 'D'.

b) Below 60% marks in aggregate in order to be placed in grade 'C'.

c) Below 70% marks in aggregate in order to be placed in grade 'B'.

d) More than 70% marks in aggregate in order to be placed in grade 'A'.

v) Teachers actually participating in the teaching shall ordinarily set questions and evaluate the answer scripts including the project report. The paper shall be moderated by a Board of Moderators to be constituted by the Vice Chancellor on recommendation of the Advisory Committee. The viva voce examination shall be conducted by a Board of examiners consisting of internal and external examiners.

6. **Publication of Result:** The list of successful candidates in the order of grade shall be published by the University as soon as possible after the completion of examinations.

7. Candidates who fail in not more than two papers in a semester examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) Papers in the immediately following semester examination of same standard. Those failing in more than two Papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fees.

8. **Management:** There shall be an advisory Committee to be constituted by the Executive Council for overall supervision and management of the course.

9. The Vice-Chancellor shall have the power to issue such directions as may be necessary in any case that may arise in future or has not been covered by these regulations.

(This came into force on 8.04.03 and includes amendment dated 25.02.04)

**REGULATIONS RELATING TO M. PHIL. COURSE IN REMOTE SENSING & GIS
EXAMINATIONS (EFFECTIVE FROM THE 2002-2003 ACADEMIC SESSION)**

1. Eligibility:

Candidates who have obtained Masters degree in Computer Science, Computer Application, Geography, Physics, Atmospheric Science, Environmental Science, Zoology, Botany, Life Sciences and allied subjects from a recognized university shall be eligible for admission. Candidates holding B.E. / B. Tech. Degree in Computer Science / Information Technology / Electronics Communications / Civil Engineering shall also be eligible.

2. Duration, Courses of Study and Examinations:

a) The Curricular work leading to the M.Phil. course shall be spread over one academic session.

b) Each academic session shall be divided into two Semesters, each having a duration of 6 months. The 1st semester examination shall be held after 6 months for four theoretical papers (duration: 2 hrs.) each of 50 marks, one practical paper (duration: 6 hrs.) for 75 marks and viva for 25 marks. A Project shall be completed in the 2nd semester and this shall be evaluated out of 100 marks. Project viva shall consist of 50 marks.

c) Candidates who fail in not more than two papers shall be allowed to appear in supplementary examinations in the failed papers in the immediately following examinations of the same standard. Those failing in the project paper shall get one more chance after a gap of at least three months.

d) Pass marks shall be 50% in each paper / project as well as in the aggregate.

3. Evaluation and Grading:

The Expert Committee as nominated by the Vice-Chancellor shall have the power of the Board of Studies to recommend the names of paper setters, moderators, examiners. Curriculum and its modification shall also be processed by the Expert Committee. Recommendations of the Expert Committee shall be placed before the Vice-Chancellor for approval.

a) The practical examination and Viva shall be conducted by a board consisting of two internal examiners and one external examiner. Two examiners shall form the quorum.

b) The project work shall be evaluated by the Supervisor and an external expert.

c) There shall be grading given to the successful candidates. The Grading shall be A+, A, B and C for 75% and above, 65% to 75%, 55% to 65% and 50% to 55% marks respectively.

4. A candidate shall be required to attend at least 75% of the classes and tutorials in the 1st semester to be eligible to enroll for the examination.

5. The fees for the course and examinations shall be prescribed separately.

6. A working Committee shall be constituted by the executive Council to conduct the M.Phil. course in Remote Sensing & GIS applications.

7. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances.

(This came into force on 21.11.02 and includes amendment dated 6.5.03)

REGULATIONS RELATING TO POST GRADUATE DIPLOMA COURSE IN INFORMATION TECHNOLOGY

These regulations shall be called the regulations relating to the Post Graduate Diploma in Information Technology (PGDIT) course:-

1. Eligibility for Admission:

Candidates holding B.A./B.Sc./B.Com or equivalent degree shall be eligible for admission. Selection shall be based on marks basis and/or oral interview as might be decided by the appropriate authority.

2. Duration of the Course:

The course shall be of one –year duration, including practical classes and project works. The total curriculum shall be divided into two semesters, each of six months duration. The Theoretical and practical classes shall be of 4x4 hrs each per week.

3. Course content:

The curriculum shall consist of 1300 marks to be divided into 8 theory papers of 100 marks each, 4 practical papers of 100 marks each and 1 project paper of 100 marks. The 1st & 2nd semesters shall have papers 1 to VI and VII to XIII respectively. Detailed course contents shall be prescribed separately.

4. Examination:

- a) There shall be two Semester examinations, to be conducted by the University. The evaluation of the students shall be based on their performances in written, practical, project examinations as well as oral examination.
- b) Minimum pass mark in each theoretical paper is 40% and in practical is 50%. In each semester minimum pass mark is 50%.
- c) Grades shall be awarded in the following manner:-
 - i. To be eligible for award of PGDIT diploma, a minimum of 50% marks in the aggregate to be obtained by a candidate.
 - ii. 50% to 59% marks in aggregate to be placed in grade ‘C’
 - iii. 60% to 69% marks in aggregate to be placed in grade ‘B’.
 - iv. 70% to 80% marks in aggregate to be placed in grade ‘A’.
 - v. More than 80% marks in aggregate to be placed in grade ‘A+’.
- d) Teachers actually participating in the teaching of a topic shall ordinarily set questions in a paper and shall evaluate the answer-script. The Dissertation shall be evaluated by one external examiner. There shall be practical examination as well as oral examination for the dissertation to be conducted by a Board consisting of one internal and one external examiner.
- e) Panel of paper setters, Moderators, Examiners, Practical Examiners, Examiners for Viva voce, Scrutinizer and tabulator shall be approved by the Vice-Chancellor on recommendation of the Expert Committee.

5. Management:

There shall be a Working Committee to be constituted by the Vice-Chancellor. This committee will look after the management and administration of the course on day-to-day basis. There shall be an Advisory Committee to be constituted by the Executive Council for over-all supervision of the course and laying down general policy guidelines for its smooth management.

6. Publication of Results:

After the completion of Examination, results will be published as soon as possible on the basis of Merit/Grade.

7. Candidates who fail in not more than two papers in a semester examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) papers in the immediately following semester examination of same standard. Those failing in more than two papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fee.

8. The Vice-Chancellor shall have the power to issue such discretions as may be necessary in any case that may arise in future and not being covered by these regulations.

(This came into force on 29.01.03)

REGULATIONS RELATING TO MASTER OF EDUCATION COURSE (M.Ed.)

1. These Regulations shall be called the Regulations relating to Master of Education (M.Ed.) Course.

2. Eligibility for Admission:

Candidates holding a Bachelor Degree in Education with at least 55% marks shall be eligible for admission. Selection shall be processed on the basis of marks and / or oral interview as might be decided by the appropriate authority.

3. Duration of the Course:

The Course shall be of one-year duration, including Continuing Evaluation, Field-based work and Dissertation. The total curriculum shall be divided into two Semesters, each of six months duration

4. Curricular Work:

In pursuance of the UGC model curriculum, there shall be 3 (three) Papers in First Semester and 2 (two) Specialization Papers in second Semester carrying 100 marks each. The Second semester shall also include (i) one paper of 50 marks for field – based experiences related to supervision and evaluation of practice- teaching and other aspects of school experiences of B.Ed. programme and (ii) Dissertation Paper of 150 marks including 50 marks for oral examination. The Dissertation work should start towards the middle of the First Semester. Out of the total marks in each theoretical papers 25% shall be continuing evaluation subject to guidelines to be prescribed by the Board of Studies/Expert Committee. The course content in each paper shall be prescribed by the concerned Faculty Council. Modalities for evaluation of the Paper of 50 marks in Second Semester relating to field – based experiences shall be decided by the Board of Studies/Expert Committee.

5. Examinations:

- a) There shall be two Semester examinations, to be conducted by the University at the end of each Semester. Evaluation of students shall be based on their performance in continuing evaluation/theory papers/field–based work/Dissertation/Oral examinations.
- b) Minimum pass mark in each theoretical paper shall be 40%.
- c) Every student shall have to attend at least 75% of classes actually held in a Semester to be eligible to enroll for the semester examination.

6. To be eligible for award of the M.Ed., a minimum of 40% marks in the aggregate of two semesters shall be obtained by a candidate. Candidates securing marks more than 40% but less than 60% shall be placed in second Class while those securing 60% marks and above shall be placed in First Class.

7. Teachers actually participating in the teaching of a topic shall ordinarily set questions in a Paper. Evaluation of the answer scripts shall be done by one internal and one external examiner such that 50% of the scripts of a candidate are evaluated by each examiner. The Dissertation shall be evaluated by the Supervisor and one external examiner. In case of a difference of more than 20% marks awarded by the two examiners the Paper/ Dissertation shall be referred to a third examiner for evaluation and the average of the two nearest marks shall be taken as the final mark.

The oral examination shall be conducted by a Board consisting of one internal and one external examiner.

8. Panel of Paper Setters, Moderators, examiners for theoretical / dissertation / oral examination, Scrutinizers and Tabulators shall be approved by the Vice-Chancellor on recommendation of the Board of Studies/Expert Committee.

9 (a) The dissertation shall be submitted before commencement of the second semester examination, failing, the candidate shall not be allowed to appear at the examination.

(b) A student may apply for scrutiny of answer scripts as per usual rules of the University but re-assessment of answers scripts shall not be allowed.

10. (a) Every candidate of the first semester shall be provisionally promoted/admitted to the second semester. Admission of candidates who fail in not more than two papers in the first semester examination shall be confirmed in the second semester but allowed to appear in the failed (back) papers in the immediately following semester examination of the first semester. Those failing in more than two papers shall get two consecutive chances to repeat the entire course as casual candidates in the immediately following examinations of the first semester on payment of the examination fee only. Regarding promotion/admission of such candidates to the second semester the same principles as above shall be followed.

(b) Candidates failing to clear the back papers of first semester in the first attempt shall be reverted to the first semester in the next session and such candidates, if they wish to continue studies shall have to take admission on payment of all fees in full.

(c) Candidates who fail in not more one paper in the second semester examination shall be allowed to appear in failed (back) papers in the immediately following semester examination of the second semester. Those failing in more than one paper shall get two consecutive chances to repeat the entire course as casual candidates in the immediately following examinations of the second semester on payment of the examination fee only.

(d) Candidates failing to clear the back papers of second semester in the first attempt shall be reverted to the second semester in the next session and such candidates, if they wish to continue studies, shall have to take admission on payment of all fees in full.

11. In any case not being covered by these Regulations, the Vice-Chancellor shall have the power to issue such discretion as may be necessary not inconsistent with Act/Statues/Ordinances.

(This came into force on 05.07.06)

REGULATIONS RELATING TO THE BACHELOR OF PHARMACY (B.PHARM) COURSE

This Regulations shall be effective from the 2000-2001 academic session and shall cover students prosecuting B.Pharm. Course in any year / class from the said session.

1. Eligibility:

(a) Students who have passed the Higher Secondary Examination of West Bengal Council of Higher Secondary Education (10+2 pattern) or any other examination recognized by the University as equivalent having Physics, Chemistry and Biology or Mathematics as compulsory subject shall be eligible for admission to the B. Pharm. Course.

(b) Candidates holding Diploma in Pharmacy from institutions approved by the Pharmacy Council of India (PCI) or any other qualification approved by the PCI as equivalent qualification shall be eligible for admission directly in the second year of the Course.

2. Duration and Courses of Study:

a) The Curricular work leading to the Degree of Bachelor of Pharmacy (B. Pharm) shall be spread over four academic sessions. Each session shall have at least 180 teaching days excluding 300 hrs. of practical training over a period of at least 2 months to be imparted to candidates who have appeared in the annual examination of the third year subject to the guideline of the PCI.

b) The Courses of study, syllabi in each subject and distribution of marks for the theoretical / sessional / practical papers shall be as prescribed by the PCI in its Regulations for the B. Pharm. Course.

3. Examinations:

There shall be two examinations held every year, the first examination in a year shall be annual examination and the second shall be supplementary examination in back papers not exceeding four papers (theoretical / practical), if any.

Mode of examination and distribution of sessional marks shall be as prescribed by the PCI.

4. Evaluation and Grading:

a) In order to pass any of the annual Examinations, a candidate must obtain the following marks:

(i) at least 50% marks in each theoretical paper including sessional.

(ii) at least 50% marks in each practical paper including sessional.

(iii) at least 50% of the total marks in aggregate.

b) For the purpose of final result of a candidate for the degree of B.Pharm, marks obtained in different annual examinations shall be taken into consideration.

c) Candidates who have passed all the examinations and have secured at least 60% marks in the aggregate of all subjects shall be placed in the First class.

Other successful candidates shall be placed in the Second class. Candidates securing at least 75% marks in any subject or subjects shall be declared to have, passed with Distinction in the subject or subjects provided he / she passes in all the subjects single attempt.

d) A candidate who obtains in any of the annual examinations 50% or more marks in aggregate but fails:

(i) in more than four papers, shall debar him from promotion to next class.

(ii) in not more than four papers, shall be promoted to the Higher classes with back papers in the subjects concerned which have to be cleared in four subsequent chances. Provided, however, a candidate of second/third year class shall be allowed to enroll for the second/third year final examination, as the case may be, even if the back papers are not cleared during the session of second/third year class but such a candidate shall not be allowed to appear in the third/fourth year final examination, as the case may be, unless the back papers are cleared in a total of four chances before the said third/fourth year final examination.

5. Eligibility for admission to annual Examinations:

a) To be eligible to appear at any of the Annual Examinations a candidate must satisfy the following conditions:

(1) Attended at least 75% of the theoretical and of practical classes in an academic session.

(2) Satisfactorily completed the sessional works.

(3) Cleared all College dues.

The Vice-Chancellor, on the recommendation of the Principal of the College, shall have the power of relaxing the prescribed percentage of attendance to the extent of 10%. The Principal may recommend for relaxation of the prescribed percentage of attendance on the following grounds only:

(i) Illness as evidenced by medical certificate,

(ii) Natural calamity,

(iii) Participation in extra-curricular activities sponsored by the College / University.

b) Every candidate for admission to any of the four annual Examinations shall send to the University his/her applications with a certificate of fitness from the Principal of the College in the prescribed form together with fees as may be prescribed by the University from time to time ordinarily a month before the date fixed for the commencement of the examinations.

A Candidate who fails to pass or to present himself/herself for the examination shall not be entitled to claim a refund of the fees.

c) Admission to Annual Examination of the first year:

A candidate who fulfils the requirements of clause 1(a), 5(a) and 5(b) shall be admitted to the Annual Examination of the first year.

d) Admission to Annual Examination of the second year:

A candidate who fulfils the requirements of clause 5(a), 5(b), 4(d)(ii) and with or without clause 1(b) shall be admitted to the Annual Examination of the second year.

c) Admission to Annual Examination of the third year:

A candidate who fulfils the requirements of clause 5(a), 5(b) and 4(d) (ii) shall be admitted to the Annual Examination of the second year.

f) Admission to Annual Examination of the fourth year:

A candidate who fulfils the requirements of clause 5(a), 5(b) and 4(d) (ii) shall be admitted to the Annual Examination of the fourth year.

6. Publication of Results, Marksheets and Medals:

a) The candidates shall receive separate marksheets for each of the Annual Examinations. Those candidates who pass in supplementary examinations shall also receive separate marksheets on the results of those examinations. Candidates who have completed and passed all the annual examinations shall be given a final combined marksheet showing total marks obtained by the candidates in all annual and supplementary examinations.

b) As soon as possible after the annual Examination of the fourth year, the University shall publish a list of successful candidates in order of merit.

c) Award of Medals to successful candidates shall be made in accordance with the prescribed rules provided the candidates do not take more than 4 yrs. for passing all the four annual examinations and provided also that they pass all examinations without any back / supplementary subject.

d) There shall be no post-publication re-assessment but scrutiny of answer scripts shall be allowed on application along with payment of prescribed fee for each paper. Applications for scrutiny shall not be entertained if not submitted within fourteen days of the date of the publication of result or receipt of Marksheet.

7. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances.

(Effective from 24.01.01 and include amendments dated 02.07.2001)

REGULATIONS RELATING TO THE MASTER OF PHARMACY (M.PHARM) COURSE

1. These Regulations shall be called the Regulations relating to Master of Pharmacy (M. Pharm.) course and shall be subject to the Act / Statutes / Ordinances.

2. The course shall be conducted and administered by the Himalayan Pharmacy Institute, Sikkim affiliated to the University and by such other Colleges/Departments as may be decided from time to time.

3. Eligibility:

A Graduate in Pharmacy having prosecuted 4-year integrated Bachelor in Pharmacy (B.Pharm.) course securing at least 60% marks in aggregate from any recognized university.

4. The M.Pharm course shall be a four-semester full time course with each semester having duration of six months. The course shall have the following specializations: (i) Pharmaceutics, (ii) Pharmaceutical Chemistry (iii) Pharmacognosy and (iv) Pharmacology.

5. Selection of Students:

The students shall be selected for admission on the basis of merit and such other additional criterion as may be prescribed separately.

6. Syllabus:

The syllabus shall be prescribed by the University on recommendation of the concerned Faculty Council.

7. Course Structure & Marks Allotment:

The curricular work leading to the M.Pharm. course shall be spread over two years or four semesters, each having 15-16 weeks duration Total marks shall be 1200.

Distribution of marks in each semester, teaching hours, examination hours, marks in each subject/ paper included in the course of studies in which the candidate will have to appear for the first, second, third and fourth semester examinations shall be as shown below:

A. First Semester

Paper (No.)	Teaching hour Per week	Exam. Duration in hours	Full marks
Modern Analytical Technique & Quality Assurance (501)	3	4	100
General Pharmacology and Biostatistics (502)	3	4	100
Pharmaceutics Major I (503) (a) OR Pharmaceutical Chemistry Major I (503) (b) OR Pharmacognosy Major I (503) (c) OR Pharmacology Major I (503) (d)	3	4	100
	3	6	100

Quality Assurance laboratory (Practical) (504)	3 x 3 = 9	6	100
Respective Major Paper (Practical) (505) (a/b/c/d)			
Total	21 hrs/week		500

B. Second Semester

Paper (No.)	Teaching hour Per week	Exam. Duration in hours	Full marks
Formulation Development & Biotechnology (601)	3	4	100
Respective Major paper II [602(a/b/c/d)]	3	4	100
Respective Major paper II [603(a/b/c/d)]	3	4	100
Major Paper II & III Laboratory (Combined- Practical) [604(a/b/c/d)]	3 x 4 = 12	6	100
Total :	21 hrs/week		400

In the Laboratory, experiments will be chosen with respect to the respective major theory papers.

C. Third Semester

Paper (No)	Full Marks
Project work and its mid-term evaluation by presentation of Seminar and holding of viva-voce (701)	100

D. Fourth Semester

Paper (No)	Full Marks
Project work and its final evaluation (701)	100
Presentation of Seminar on Project and holding of Viva-voce (701)	(50 + 50)=100
Total:	200

8. Internal Evaluation:

25% Marks shall be allotted for the internal evaluation of each Paper of Semester I & II as shown below:

1. In theory papers, the internal assessment (25% marks) shall be based on the performance in the written sessional examinations held during the session. There shall be three sessional examinations for each theory paper and average of the best two shall be considered for the award of marks.
2. In practical papers sessional assessment shall be based on the performance in the day-to-day laboratory class work including laboratory record and viva-voce.
3. Each sessional examination shall be of one hour duration and conducted by the concerned teacher of each paper. The setting of question paper, invigilation, evaluation of answer script of each

paper shall be done by the concerned teacher as a part of his/her normal duty. The teacher concerned shall fix the date of examination following the guidelines mentioned under clause 11.

9. Evaluation:

(a) The semester examinations shall be held at the end of first and second semester. The third and fourth semester shall comprise completion of assigned Project work. There shall be a mid-term assessment based on presentation of Seminar and holding Viva-voce on the Project work and the end of third semester to evaluate the progress on the Project. The final evaluation of project shall be based on evaluation in the manner mentioned elsewhere, presentation of Seminar and holding Viva-voce at the end of the fourth semester.

(b) There shall be 25% marks for internal evaluation for each paper of first and second semesters as mentioned under clause 7.

(c) To be eligible for appearing in any semester examination, the candidate must attend at least 75% of classes actually held in each semester.

(d) At the end of first semester, there shall be a University Examination for 75% marks in each theoretical and practical papers. The pattern of question paper shall comprise of two sections, viz. A and B consisting of 5 (five) questions each out of which 3 (three) from each section have to be attempted. The theory and practical examinations shall be of 4 (four) and 6 (six) hours duration respectively.

(e) The evaluation of theoretical papers and holding of practical examinations at the first semester shall be done by 2 (two) internal teachers actually teaching the subjects duly appointed by the university on recommendation of the Board of Studies/Expert Committee.

(f) The evaluation of theoretical papers and holding of practical examination at the end of second semester shall be done by one External and one Internal examiner in the concerned subject duly appointed by the university on recommendation of the Board of Studies/Expert Committee.

(g) Subject to the provisions of clause 8(a), the mid-term seminar and viva-voce on the progress of the Project work at the end of third semester shall be conducted by a Board of Examiners duly appointed by the university on recommendation of the Board of Studies / Expert Committee. The marks shall be forwarded to the Controller of Examinations for subsequent inclusion in the final mark list of the candidates to be prepared at the end of fourth semester along with the marks secured in the fourth semester examination.

(h) One internal examiner and one external examiner will jointly evaluate the Project / Dissertation, Seminar and Viva-voce at the end of fourth semester.

(i) A candidate shall be declared to have passed the semester examination, if he / she secures a minimum of 50% marks in each paper of that examination.

(j) A candidate, who could not pass in one or more papers at the semester examination at the end of a semester, shall be allowed to appear only once in the failed papers in the corresponding semester examination of the following year. There shall be no supplementary examinations. There shall be no re-assessment but scrutiny of Papers may be arranged on application by the candidates as per rules of the university.

(k) A candidate who fails to secure pass marks on re-appearance as per clause 8(j) shall be reverted to the respective semester for prosecution of study as a regular student.

10. Grading of Successful Students:

(a) A candidate shall be placed in the first class if he/she have secured at least 60% marks in each paper of each semester. All other candidates securing at least 50% marks in each paper of each semester shall be placed in the second class.

(b) A candidate who passed any of the semester examination in more than one attempt shall get the benefit of Class but shall not be allowed to be awarded any rank and Medal in the order of merit.

12. Academic Calendar and Schedule:

A.	Admission	:	September
B.	Semester I	:	October 1-March 31
	Sessional examination 1	:	End of November
	Sessional examination 2	:	Middle of January
	Sessional examination 3	:	End of February
	End semester examination 4	:	March 28-March 31
C.	Semester II	:	April 1 – September 30
	Sessional examination 1	:	Middle of May
	Sessional examination 2	:	End of June
	Sessional examination 3	:	End of August
	End Semester examination	:	September15-September30
D.	Semester III	:	October 1-March 31
E.	Semester IV	:	April 1- September 30

The exact date of sessional examinations shall be fixed by the concerned teachers and those of end-semester examinations by the Controller of Examinations in consultation with the Department / Institute.

13. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances.

(This came into force from 2005-06 Session)

**REGULATIONS RELATING TO DOCTOR OF PHILOSOPHY (Ph.D.)
IN PHARMACY IN THE FACULTY OF SCIENCE**

(i) Eligibility:

a) A person holding a M.Pharm. degree from any recognized University shall be eligible to apply for registration for the Ph.D degree.

b) A person holding a B.Pharm. degree of this University or of any recognized University shall be eligible to apply for registration provided the concerned candidates possess at least seven years experience of teaching B.Pharm and / or M. Pharm in a recognized college.

(ii) All the provisions laid down under clause 4 to 25 of the Ordinances relating to Ph.D in the Faculty of Arts, Commerce & Law and in Science shall apply *mutatis-mutandis* in respect of Enrolment, Registration, Submission of Thesis, Evaluation and award of Ph.D degree for the award of Ph.D degree in Pharmacy.

(This came into force on 29.08.2002)

**REGULATIONS RELATING TO DIPLOMA COURSE
IN FRENCH LANGUAGE**

1. These Regulations shall be called the Regulations relating to Diploma course in French Language and shall be subject to the Act/Statutes/Ordinances of the University of North Bengal.
2. The course shall be organized and managed by the Department of English of the University.
3. Candidates who have obtained at least Graduate degree (10+2+3) in any course of study from a recognized university shall be eligible for admission.
4. a) The curricular work leading to the course shall be spread over six months including practical classes. Total marks for the course shall be 300. The course consist of two Parts—Part I of one theoretical paper of 100 marks and Part II of one theoretical and one practical paper of 100 marks each.
b) Pass mark shall be 40% in Part I and 50% in the aggregate of both parts.
c) Candidates who fail to obtain the qualifying mark shall be allowed to appear in supplementary examination in the FAILED Paper in the immediately following examination.
5. a) An Expert Committee having tenure of 2 yrs. shall be constituted by the Vice-Chancellor to discharge the functions of Board of studies to recommend names of paper setters, moderators, examiners and scrutinizers. Curriculum and its modification shall also be processed by this Committee.
b) The Project report/practical examination shall be conducted by a Board consisting of one internal and one external examiner.
c) There shall be Grading of successful candidates as per norms mentioned below:-

Grade B	:	50%-59.9%
Grade A	:	60%-69.9%
Grade A+	:	70% and above.
5. A candidate shall be required to attend at least 75% of the classes and tutorials, if any, to be eligible to enroll for the university examination.
6. The Fees for the course and examination shall be prescribed separately.
7. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances.

(This came into force on 25.02.2004)

REGULATIONS RELATING TO POSTGRADUATE DIPLOMA COURSE IN MASS COMMUNICATION AND VIDEO PRODUCTION

1. These Regulations shall be called the Regulations relating to Postgraduate Diploma Course in Mass Communication and Video Production.

2. Eligibility for admission:

Candidates holding a Bachelor Degree under (10+2+3) pattern shall be eligible for admission. Selection shall be processed on marks basis and/or oral interview as might be decided by the appropriate authority.

3. Duration of the Course:

The Course shall be of one-year duration, including practical classes and project work/case study. The total curriculum shall be divided into two Semesters, each of six months duration.

4. Course Content:

The curriculum shall consist of 1000 marks — to be divided into 6 (six) theory papers of 100 marks each, 4 (four) practical papers of 75 marks each, 1 (one) Project & Viva-voce paper of 50 marks and 1 (one) Seminar & Viva-voce of 50 marks. Detailed course contents shall be prescribed separately and published in the Prospectus.

5. Examinations:

a) There shall be two Semester examinations, to be conducted by the University. Evaluation of students shall be based on their performance in written / practical / project as well as oral examination.

b) Minimum pass mark in each theoretical and practical paper shall be 40% and 50% respectively. Aggregate minimum pass mark in a semester examination shall be 50%.

c) Every student shall attend at least 75% of classes actually held in a semester to be eligible to enroll for the semester examination.

6. To be eligible for award of the P.G. Diploma, a minimum of 50% marks in the aggregate of two semesters shall be obtained by a candidate.

7. a) Grades shall be awarded in the following manner:

Below 60%: C, Above 60% but below 70%: B, Above 70% but below 80%: A, Above 80%: A+.

b) Teachers actually participating in the teaching of a topic shall ordinarily set questions in a paper and shall evaluate the answer-scripts. The Project/Dissertation shall be evaluated by one external examiner. The practical examination and oral examination shall be conducted by a Board consisting of one internal and one external examiner.

c) Panel of paper Setters, Moderators, Examiners, Practical Examiners, Examiners for Viva-Voce, Scrutinizers and Tabulators shall be approved by the Vice-Chancellor on recommendation of the Expert Committee.

8. Management:

The course shall be run on self-financed basis in partnership with the Ritwik Academy, Kolkata under supervision and control of the Standing Committee as constituted by the Executive Council.

9. Publication of Results:

After the completion of examination, results shall be published as soon as possible on the basis of Merit/Grade.

10. Candidates who fail in not more than two Papers in a semester examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) Papers in the immediately following semester examination of same standard. Those failing in more than two Papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fees.

11. In any case not being covered by these Regulations, the Vice-Chancellor shall have the power to issue such discretion as may be necessary not inconsistent with the Act/Statutes/Ordinances.

(This came into force on 25.02.2004)

REGULATIONS RELATING TO POSTGRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

1. These Regulations shall be called the Regulations Relating to Postgraduate Diploma Course in Computer applications (PGDCA).

2. Eligibility for admission:

Candidates holding a bachelor degree of at least 10+2+3 pattern shall be eligible for admission. Selection shall be processed on marks basis and/or oral interview as might be decided by the appropriate authority.

3. Duration of the Course shall be of one – year duration, including practical classes and project work. The total curriculum shall be divided into two Semesters, each of six months duration.

4. Course content:

The curriculum shall consist of 1300 marks – to be divided into 8 theory papers of 100 marks each, 4 practical papers of 100 marks each and 1 project paper of 100 marks. The 1st & 2nd semesters shall have papers 11 – 16 and 21 to 27 respectively.

Detailed course contents shall be prescribed separately.

5. Examinations:

a. There shall be two Semester examinations, to be conducted by the University. Evaluation of students shall be based on their performance in written / practical/ project as well as oral examination.

b. Minimum pass mark in each theoretical and practical paper shall be 40% and 50% respectively. Aggregate minimum pass mark in a semester examination shall be 50 %.

6. To be eligible for award of PGDCA diploma, a minimum of 50 % marks in the aggregate of two semesters shall be obtained by a candidate.

7. a. Grades shall be awarded in the following manner:-

Below 60%: C, Above 60% but below 70%: B, Above 70% but below 80%: A, above80%: A+.

b. Teachers actually participating in the teaching of a topic shall ordinarily set questions in a paper and shall evaluate the answer-scripts. The Dissertation shall be evaluated by one external examiner. There shall be practical examination as well as oral examination to be conducted by a Board consisting of one internal and one external examiner.

c. Panel of Paper Setters, Moderators, Examiners, Practical Examiners, Examiners for Viva-Voce, Scrutinizers and Tabulators shall be approved by the Vice-Chancellor on recommendation of the Expert Committee.

8. Management:

Since this course shall at present run under off-campus distance education mode, the monitoring committee already constituted for this purpose shall look after management of the course.

9. Publication of Results:

After the completion of examination, results shall be published as soon as possible on the basis of Merit / Grade.

10. Candidates who fail in not more than two Papers in a semester examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) Papers in the immediately following semester examination of same standard. Those failing in more than two Papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fees.

11. The Vice-Chancellor shall have the power to issue such discretion as may be necessary in any case that may arise in future and not being covered by these regulations.

(This came into force on 25.02.2004)

REGULATIONS RELATING TO DIPLOMA COURSE IN MULTIMEDIA TECHNOLOGY (DMT)

1. These Regulations shall be called the Regulations Relating to Postgraduate Diploma in Multimedia technology (DMT).

2. Eligibility for admission:

Candidate holding a bachelor degree of at least 10+2+3 pattern shall be eligible for admission. Selection shall be processed on marks basis and/or oral interview as might be decided by the appropriate authority.

3. Duration of the Course:

The Course shall be of one – year duration, including practical classes and project work. The total curriculum shall be divided into two Semesters, each of six months duration.

4. Course content:

The curriculum shall consist of 1300 marks – to be divided into 8 theory papers of 100 marks each, 4 practical papers of 100 marks each and 1 project paper of 100 marks. The 1st & 2nd semesters shall have papers 11 – 16 and 21 to 27 respectively.

Detailed course contents shall be prescribed separately.

5. Examinations:

a. There shall be two Semester examinations, to be conducted by the University. Evaluation of students shall be based on their performance in written/practical/project as well as oral examination.

b. Minimum pass mark in each theoretical and practical paper shall be 40% and 50% respectively. Aggregate minimum pass mark in a semester examination shall be 50%.

6. To be eligible for award of DMT a minimum of 50% marks in the aggregate of two semesters shall be obtained by a candidate.

7. a. Grades shall be awarded in the following manner:-

Below 60%: C, Above 60% but below 70%: B, Above 70% but below 80%: A, Above 80%: A+.

b. Teachers actually participating in the teaching of a topic shall ordinarily set questions in a paper and shall evaluate the answer-scripts. The Dissertation shall be evaluated by one external examiner. There shall be practical examination as well as oral examination to be conducted by a Board consisting of one internal and one external examiner.

c. Panel of Paper Setters, Moderators, Examiners, Practical Examiners, Examiners for Viva-Voce, Scrutinizers and Tabulators shall be approved by the Vice-Chancellor on recommendation of the Expert Committee.

8. Management:

Since this course shall at present run under off-campus distance education mode, the monitoring committee already constituted for this purpose shall look after management of the course.

9. Publication of Results:

after the completion of examination, results shall be published as soon as possible on the basis of Merit / Grade.

10. Candidates who fail in not more than two Papers in a semesters examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) Papers in the immediately following semester examination of same standard. Those failing in more than two Papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fees.

11. The Vice-Chancellor shall the power to issue such discretion as may be necessary in any case that may arise in future and not being covered by these regulations.

(This came into force on 25.02.2004)

REGULATIONS RELATING TO THE BACHELOR OF COMPUTER APPLICATION (BCA) AND B.Sc. IN INFORMATION TECHNOLOGY (BIT) COURSES

1. Eligibility:

Students who have passed the Higher Secondary Examination of West Bengal Council of Higher Secondary Education (10+2 pattern) or any other examination recognized by the University as equivalent having Mathematics as one of the compulsory subject shall be eligible for admission to the BCA and BIT Courses.

2. Duration and Courses of Study:

a) The Curricular work leading to the Degree of Bachelor of Computer application (BCA) and B.Sc. in Information Technology (BIT) shall be spread over three academic sessions.

b) each academic session shall be divided into two semesters each having a duration of about 6 months. There shall be six Examinations conducted by the University – one at the end of each semester.

3. Examinations:

Distribution of marks for each Semester Examination, the number of Theoretical and Practical (Lab) Papers, duration of each paper, supplementary examination (if any) shall be prescribed separately.

4. Evaluation and Grading:

a) In order to pass any of the BCA & BIT Examination a candidate must obtain the following marks:

- (i) at least 34% marks in each theoretical paper
- (ii) at least 40% marks in each practical paper

b) For the purpose of final result of a candidate for the degree of BCA/BIT, marks obtained in different semester examinations shall be taken into consideration.

c) Candidates who have passed all the Semester examinations and have secured at least 66% marks in the aggregate of all semester marks arrived in the manner indicated in clause (b) shall be placed in the First Class. Other successful candidates shall be placed in the Second Class.

d) A candidate who fails:

- (i) in more than two subjects/papers shall have to repeat the whole course.
- (ii) in not more than two subject/papers, shall be promoted to the next semester with back papers in the subjects concerned.

(iii) in the previous semester's back paper(s), shall not be promoted to the subsequent Semester even if he/she passes in all the subjects of the particular Semester Examination. He/She shall be promoted to the subsequent semester (as and when it commences) only after he/she passes the previous Year back papers as an external candidate. For example, a candidate shall not be promoted to the:

- (i) Third Semester with back papers of First Semester
- (ii) Fourth Semester with back papers of Second Semester.
- (iii) Fifth Semester with back papers of Third Semester.
- (iv) Sixth Semester with back papers of Fourth Semester

e) A candidate who fails in one or more practical papers shall be required to repeat the entire course as a repeater candidate.

(f) A candidate must pass any of the Semester Examination within Fourth Semesters from date of admission to the course corresponding to the particular examination subject to the condition that he/she must pass Sixth Semester Examination within six year from the date of admission in the college.

g) If a candidate does not satisfy the conditions laid down in clause (f) he/she shall not be allowed to continue study any further, and he/she shall have to leave the College.

5. Eligibility for admission to Semester Examinations:

a) To be eligible to appear at any of the Semester Examinations a candidate must satisfy the following conditions:

- (1) Attended at least 75% of the theoretical and practical (Lab) classes in an academic session.
- (2) Satisfactorily completed the sessional works, if any.
- (3) Cleared all College dues.

The Vice-Chancellor, on the recommendation of the Principal of the College, shall have the power of relaxing the prescribed percentage of attendance to the extent of 10% without imposition of any condonation fee. The prescribed percentage of attendance may further be relaxed by the Vice-Chancellor on recommendation of the Principal by another 10% in which case the candidates shall have to appear as non-collegiate student on payment of condonation fee as may be prescribed. The principal may recommend for relaxation of the prescribed percentage of attendance on the following grounds only:

- (i) Illness as evidenced by medical certificate,
- (ii) Natural calamity,
- (iii) Participation in extra-curricular activities sponsored by the College / University.

b) Every candidate for admission to any of the six Semester Examinations shall send to the University his/her applications with a certificate of fitness from the Principal of the College in the prescribed form together with fees as may be prescribed by the University from time to time ordinarily a month before the date fixed for the commencement of the examinations.

A Candidate who fails to pass or to present himself/herself for the examination shall not be entitled to claim a refund of the fees.

c) Admission to First Semester Examination:

A candidate who fulfils the requirements of clause 1 and clause 5 (a) shall be admitted to the First Semester Examination.

d) Admission to Second Semester Examination:

A candidate who has passed the First Semester Examination or has failed in not more than two subjects/papers in the First Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Second semester Examination.

e) Admission to Third Semester Examination:

A candidate who has passed the Second Semester Examination or has failed in not more than two subjects/papers in the Second Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Third semester Examination.

f) Admission to Fourth Semester Examination:

A candidate who has passed the Third Semester Examination or has failed in not more than two subjects/papers in the Third Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Forth semester Examination.

g) Admission to Fifth Semester Examination:

A candidate who has passed the Fourth Semester Examination or has failed in not more than two subjects/papers in the Fourth Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Fifth semester Examination.

h) Admission to Sixth Semester Examination:

A candidate who has passed the fifth Semester Examination or has failed in not more than two subjects/papers in the fifth Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Sixth semester Examination.

6. Publication of Results, Marksheetwork, and Medals:

a) The candidates shall receive separate marksheetwork for each of the six semester Examinations. Those candidates who pass in back paper examinations shall also receive separate marksheetwork on the results of those examinations. Candidates who have completed and passed all the six semester Examinations shall be given a final combined marksheet showing total marks obtained by the candidates in First to Fifth Semester and subjectwise marks of Sixth Semester Examination.

b) As soon as possible after the sixth Semester Examination, the University shall publish a list of successful candidates in order of merit.

c) Award of Medals to successful candidates shall be made in accordance with the prescribed rules provided the candidates do not take more than 3 years for passing all the six semester Examinations and provided also that they pass all examinations without any back subject.

d) There shall be no post-publication / assessment of answer scripts which however, may be scrutinised on application along with payment of prescribed fee for each paper. Applications for scrutiny shall not be entertained if not submitted within fourteen days of the date of the publication of receipt of Marksheet.

7. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances.

(This came into force from 2000-2001 Session on 24.01.2001 and includes amendments dated 31.07.2001)

**REGULATIONS RELATING TO THE CERTIFICATE COURSE
IN TIBETAN LANGUAGE**

1. These Regulations shall be called the Regulations relating to the Certificate Course in Tibetan Language.

2. They shall come into force at once.

3. Eligibility:

Candidates with Bachelor's Degree in any discipline preferably of Humanities and Social Sciences shall be eligible for admission.

4. Duration:

The course shall be for one year.

5. Examination:

There shall be one annual examination of 4 papers each carrying 100 marks. 20% marks shall be set aside from each of the papers I,II & III for Internal Assessments. Paper IV shall be oral. The course shall be of one year.

Papers:	I. Grammar	80+20 = 100
	II. Composition & Translation	80+20 = 100
	III. History of Tibetan Literature and Culture	80+20 = 100
	IV. Oral	= 100
		<hr/>
		400

Syllabus : Paper I. (Grammar)

i) Introductions of dBu-Chan and dBu-Med scripts, General question on Tibetan Grammar, Systems of sngon..... aJug, rJes, iJug and Yang-aJug, conjugations of common Tibetan roots, Declensions of words framed from the above roots, syntax.

ii) Candidates shall be required to show acquaintance with parts of speech, number, gender, case and simple forms of tense.

Text books : a) 'A Grammar of the Tibetan Language' by H.B. Hannah, Pub. by Motilal Banarasidass, Delhi.

b) 'Tibbati Pathamala' by Ven. Tulku Thondup Published by Central Institute for Higher Tibetan Studies, Sarnath Varanasi.

c) 'Modern Tibetan Language' by Lhasawa L.Thondon, Published by Library of Tibetan Works and Archives, Dharamsala, H.P.

Paper II. (Composition & Translation) 40+10 = 50

i) Composition : Letter writing, Essay Writing, Comprehension, etc.

Candidates shall be required to write a letter/essay in Tibetan Language on any one of at least six given subjects.

Prose Passages shall be set for explanation from Nos-Kyi Yul-Dang Nos-Kyi Mi-dMangs (My land & My People by H.H.the 14th Dalai Lama).

ii) **Translation :** **40+10 = 50**

a) Translation into English from prescribed & unseen texts. Text prescribed is Nos-Ksi-Yul-Dang Nos-Kyi Mi-dMang, Published by Freedom Press, Darjeeling (Chapter I-III).

b) Translation into Tibetan. (No text books are prescribed). Candidates shall be allowed to take the help of a Dictionary.

Paper III. (History of Tibetan Literature & Culture)

A brief outline of the History of Tibetan Literature and Culture.

Candidates shall be required to answer 5(five) questions in English out of at least 10 questions.

Text books :

- i) 'A Cultural History of Tibet' by H.E. Richardson & Snellgrove.
- ii) 'Tibetan Studies' by S.C. Das.
- iii) 'Tibetan Civilization' by R.A. Stoin.
- iv) 'Religions of Tibet' by G. Tucci.

Paper IV : (Oral)

The object is to test the candidates' capacity of quick understanding in modern Tibetan, power of correct pronunciation and an elementary knowledge about the History of Tibet with special reference to Indo-Tibetan Cultural relationship. The viva-voce test shall be on the following lines---

- | | |
|--|----|
| i) Reading of unseen passages | 15 |
| ii) Question of the meaning of the above | 15 |
| iii) Writing of a dictated passage in Tibetan | 20 |
| (dBu-Chanscript) | |
| iv) General questions about prominent fact about Tibetan Culture and Literary History. | 20 |
| v) Simple conversation in Tibetan (Colloquial & homorofic in Modern Tibetan). | 30 |

Total:-	100
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6. In order to pass the examination a candidate must score at least 40% marks in the Oral examination and in the aggregate and 30% marks in all other papers. The candidates securing 55% and above marks shall be declared as passed with distinction.
7. In order to sit for the examination a candidate must attend classes as prescribed in the relevant Regulations for the P.G. students.
8. A student who fails to qualify at the annual examination shall be given one more chance to appear at the following examination as a regular student.
9. The fees of the course shall be the same as prescribed for the Post Graduate Students of the University.
10. The successful candidates shall be awarded a 'Certificate in Tibetan Language' and a marksheet showing in details the performance of the student in the annual examination.

(This has come into force w.e.f. 17.07.1989)

REGULATIONS RELATING TO B.Sc. (MAJOR) IN INTERNET SCIENCES, B.Sc. (MAJOR) IN INFORMATION TECHNOLOGY AND B.Sc. (MAJOR) IN SOFTWARE SYSTEMS COURSES

1. These Regulations shall be effective from the 2001-2002 academic session and shall be applicable to the B.Sc. (Major) in Internet Sciences, Information Technology, Software Systems Courses conducted at the authorised Zed CA Study Center of the Zee Interactive Learning Systems Ltd.

2. **Eligibility:** Students who have passed the Higher Secondary Examination of West Bengal Council of Higher Secondary Education or any other examination of (10+2) pattern recognized by the University as equivalent shall be eligible for admission to these Courses.

Candidates holding Bachelor Degrees shall also be eligible for admission. Bachelors of Universities other than the university of North Bengal shall be required to submit Migration Certificate for Registration.

The candidates shall be required to be registered in the University within one month of commencement of cases on payment of prescribed fees.

3. Duration and Courses of Study:

a) The Curricular work leading to the Degree of B.Sc. (Major) in Internet Sciences, Information Technology, Software Systems shall be spread over three academic sessions. Each session shall have at least 180 teaching days.

b) The Courses of study in each session, syllabi in each subject and distribution of marks for the theoretical /sessional /practical papers/project shall be prescribed separately.

c) Whereas the syllabus for B.Sc. (Major) in Internet Science and B.Sc. (Major) in Software Systems are the same for the 1st year and 2nd year, the mark sheet to be issued to the candidates who have appeared in these examinations shall be marked as B.Sc. (Major) in Internet Science/Information Technology/Software Systems. The students shall have the option to prosecute any of the Courses in the 3rd year and the same also shall be recorded while the students enroll for the final university examination in the 3rd year.

The above provision shall be printed overleaf the mark sheet of 3rd year examination.

4. There shall be one Annual Examination held every year. In order to appear at the examination, a candidate shall have to prosecute a regular course of study for one session. Candidates who fail to obtain at least 34% marks in each theoretical paper and at least 40% marks in each Practical/Sessional paper shall be eligible to appear at any one or, if necessary, both of the two successive examinations as casual candidate without attending classes.

Candidates, including casual candidates, who fail in not more than two papers in Part I/II shall be promoted to the next year with back Paper(s). Such candidates shall be eligible to clear the Paper(s) in the immediately following examination of the same standard together with examination of the Year to which he/she has been promoted. If he/she qualifies in the examination of the higher class but is unable to clear the back Paper(s), the candidate shall get only one chance to repeat the entire examination of the lower class as a casual candidate but his/her result in the higher class shall remain valid. In the event of qualifying in the back paper(s) of the lower class, the candidate shall be promoted to the next higher class. If a candidate passes in the back Paper(s) but does not qualify in the examination of the higher class to which he/she was promoted, the same procedure shall be followed regarding promotion to higher class with back papers or appearing as casual candidate. However, if a candidate having back Paper(s) of the lower class fails to qualify in the examinations of back papers and also in examination of the regular class

to which he/she was promoted, then the candidate shall be reverted to the lower class for repeating the course as a regular candidate. For Part II students, all the provisions of this clause except promotion to the next higher class shall apply.

5. Evaluation and Grading:

a) In order to pass any of the Annual Examinations, a candidate must obtain the following marks:

- i) at least 34% marks in each theoretical paper.
- ii) at least 40% marks in each practical/sessional paper.

b) For the purpose of final result of a candidate, marks obtained in different annual examinations shall be taken into consideration.

c) Candidates who have passed all the examinations and have secured at least 60% marks in the aggregate of all papers/subjects/groups shall be placed in the First Division. Other successful candidates shall be placed in the Second Division. Candidates securing at least 75% marks in any subject or subjects shall be declared to have passed with Distinction in the subject or subjects provided he / she passes in all the papers/ subjects/ groups in single attempt.

6. Eligibility for Admission to Annual Examinations:

a) To be eligible to appear at any of the Annual Examinations, a candidate must satisfy the following conditions:

- i) Attended at least 75% marks of the Theoretical and of the Practical/Sessional classes in an academic session.
- ii) Satisfactorily completed the Sessional / Project works.
- iii) Cleared all dues.

The Vice-Chancellor, on recommendation of the Controller of examinations, shall have the power to relax the prescribed percentage of attendance to the extent of 10% such recommendation for relaxation of the prescribed percentage of attendance can be made on the following grounds only supported by necessary documents:

- i) Illness as evidenced by medical certificate.
- ii) Natural Calamity,
- iii) Participation in extra-curricular activities sponsored by the Institute/University.

b) Every candidate for admission to any of the three Annual Examinations shall send to the University his / her application in the prescribed form with a certificate of fitness from the incharge of the Zed CA Centre together with fees as may be prescribed by the university within the date as may be fixed by the University. Admit Cards shall be issued by the Controller of Examinations on scrutiny of the entries in the Forms.

A candidate who fails to pass or to present himself/herself for the Examination shall not be entitled to claim a refund of the fees.

c) Admission to Annual Examination of the First year:

A candidate who fulfils the requirements of clause I and clause 5(a) and 5(b) shall be admitted to the Annual Examination of the First Year.

d) Admission to Annual examination of the Second Year:

A candidate who has passed the Annual Examination of the First Year and has satisfied the requirements of clause 3, 5(a) and 5(b) shall be admitted to the Annual examination of the Third Year.

e) Admission to Annual Examination of the Third Year:

7. Publication of Results, Marksheets and Medals:

- a) The candidate shall receive separate marksheets for each of the Annual Examinations. Those candidates who pass in supplementary examinations (back subjects) shall also receive separate marksheets on the results of those examinations. Candidates who have completed and passed all the annual examinations shall be given a final combined marksheet showing total marks obtained by the candidates in all annual and supplementary (back paper) examinations.
- b) As soon as possible after the Annual examination of the third year, the University shall publish a list of successful candidates in order of merit.
- c) Awards of Medals to successful candidates shall be made in accordance with the prescribed Rules provided the candidates do not take more than 3 years for passing all the four annual examinations and provided also that they pass all examinations without any back/supplementary subject.
- d) Post-publication re-assessment/scrutiny of answer scripts shall be allowed in theoretical papers not exceeding three (3) on submission of application by the candidate along with payment of prescribed fee for each paper. Such applications shall be submitted within a date to be specified by the controller of Examinations. Fresh mark sheet shall be issued after the re-assessment/scrutiny.

8. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statute/Ordinances.

(This came into force 2.7.2001 and includes amendments Caused on 29.8.02,
22.12.03, 20.4.04, and 19.2.07)

REGULATIONS RELATING TO DISTANCE EDUCATION COURSES

1. These regulations shall be called the Regulations relating to Distance Education Courses of the University of North Bengal.

2. There shall be a Directorate of Distance Education in the university campus to conduct graduate and post-graduate courses in non-laboratory subjects in the non-formal nodes like correspondence through study materials, personal contact programmes (PCP), student response sheets (SRS). The electronic mode may also be utilized. The objective is to widen the base of higher education among students who do not get opportunities to avail such education in the formal sector by admission as regular students in college/university.

3. Courses and Subjects:

The following course shall be available:

B.A., B.Com. at U.G. level and M.A., M.Com., M.Sc. (only Mathematics).

The following subjects shall be available:

For **B.A. General Course:** Bengali, English, Nepali, History, Political Science, Sociology, Education as elective subjects.

For **B.Com. General Course:** all subjects allowed to the regular students.

Compulsory language papers and other compulsory papers as specified for the regular students of B.A./B.Com. Part I/II courses shall be studied in addition to the subjects of General courses. Additional elective subjects may be introduced at the discretion of the competent authority.

For **M.A.:** Bengali, English, Nepali, History, Political Science.

For **M.Com.:** all subjects allowed to the regular students.

For **M.Sc.:** only Mathematics.

Additional subjects may be introduced at the discretion of the competent authority.

4. Eligibility for Enrolment:

a) U.G. Courses: Pass in (10+2) examination or (11+3) in old course from any Board/Council recognized by the university. The enrolled students shall be eligible to appear at the part-I/II examination in the year corresponding to the regular students.

b) P.G. Courses: Any graduate in the B.A./B.Sc./B.Com. general course (10+2+3 pattern) and 2 year degree course with one year Bridge Course from any recognized University provided that the subject must have been studied in the graduation level. The enrolled students shall be eligible to appear at the Part I/II examination in the year corresponding to the regular students.

A candidate securing at least 34% marks at the U.G./P.G. level Part-I examination shall be eligible to appear at the Part-II.

5. Syllabus and medium of instruction:

The syllabi in any subject shall be the same as in case of regular course. Study materials shall be prepared in Bengali and English languages for U.G. Courses and in English for the P.G. courses. A candidate shall have the option to write answers in examination in either Bengali or English language at

B.A./B.Com. Examinations and in English only at M.A./M.Sc./M.com. Examinations. The same principle shall apply in case of student response sheets for assignments.

6. Course Fees:

The fees shall consist of (a) Enrolment Fee – Rs.200.00 (additional – Rs. 50.00 for late enrolment) (b) Registration Fee – Rs 100.00 (c) Cost of study Materials – Rs. 2500.00 for each part of U.G./P.G. (d) Examination Fee – Rs. 500.00 for each Part of U.G./P.G. (e) Reappearing Fee – Rs. 500.00 (f) defaulter Fee for completing SRS assignments – Rs. 500.00 (g) identity Card Fee – Rs. 50.00 (h) Centre Fee – Rs. 100.00 (i) Diploma Fee – Rs. 50.00.

Application form for admission/enrolment in any course: Rs.200.00.

All fees except those in Sl. No. (e) and (f) shall be payable in one installment at the time of enrolment on receipt of intimation for the same.

7. Schedules for Admission/enrolment:

In every year, notification for admission/enrolment shall be issued in early December and the same shall be completed in January; study materials for each Part of U.G./P.G. courses shall be issued in four sections (A, B, C, D) by 31st Jan, 31st March, 30th June and 31st August respectively.

8. Registration of Students:

Every enrolled student shall be registered as a student of the university. Those passed in the qualifying examination from other Board/Council/University shall produce migration certificate for the registration within the time limit as prescribed.

9. Mode of Instruction:

The programme shall be based on the supply of reading materials for home study by the learners, supported and supplemented by Personal Contact programmers (PCP) and student assignments/response sheet (SRS).

For each full paper of 100 marks, a specified number of lesson/sections as noted in clause 6 shall be specified. Printed study materials on these lessons/sections as prepared by experts shall be given to the candidates in a phased manner as noted in clause 6. However, those study materials will never exclude the necessity to study standard/recommended text books and reference works in the subjects.

10. Assignment:

There shall be two assignments given to the students in each Part inclusive of all papers in each subject of study. A candidate shall be required to submit answers (student response sheets) in respect of all the assignments within the stipulated date for each subject of study. Such assignments shall Carry 15% marks. The final examination in each Part in each subject shall Carry 85% marks. Out of the assignments, the best one in terms of marks scored shall be counted.

11. Personal Contact Programmes (PCP):

PCPs to be organized in the University Campus or elsewhere within North Bengal will involve interaction with the teachers/counselors. Duration of PCPs will normally be 8-10 days each for Part-I, and Part-II course. PCPs shall be compulsory for a candidate to be eligible to appear at a University examination.

12. Rules of Examination:

A student shall be required to study for the period prescribed for the regular students of the corresponding course. Admit Card shall be issued subject to compliance of condition laid down in clause 3, 9 and 10.

Distribution of marks in various papers, qualifying marks, number of chances for thr failed candidates, Class/Division and other rules for examination shall be decided by the competent authority.

13. In every subject, there shall be an Expert Committee which shall perform all duties normally discharged by the Board of Studies. Such Committees shall also prepare Study Materials, assignments, panel of Student Response Sheet (SRS) evaluators, panel of PCP counselors.

14. In any matter not covered by these Regulation, the Vice-Chancellor shall have the authority to issue orders not inconsistent with the Act/Statutes/Ordinances.

(This came into force on 3.11.2000 and includes amendments on 20.02.01 and 29.08.02)

**REGULATIONS RELATING TO THE BACHELOR OF
LAWS (5 YRS. HONOURS) COURSE**

1. These Regulations may be called the Regulations relating to the Bachelor of Law (LL.B. 5 yrs. Honours) course.
2. **Eligibility for admission:** A student shall be eligible for admission to the first semester of the course if he/she has passed the higher secondary examination (10+2) held by the West Bengal Council of Higher Secondary Examination or any other examination which is recognized by the university as equivalent thereto. Provided that
 - (a) such student must have obtained at least 55% marks in the aggregate in the qualifying examination;
 - (b) such student has not passed any other examination higher than the (10+2) examination mentioned above prior to admission to the course.
 - (c) persons belonging to scheduled castes and schedule tribes shall be eligible to apply if they secure at least 50% marks in the qualifying examination.
 - (d) the age of candidate shall not be above 20 years (21 yrs. for SC/ST candidates) as on 1st July of the academic year in which he/she is seeking admission.

Duration of the course, curriculum and examination procedure:

3. The duration of course shall be of five years having ten semesters. There shall be ten written examinations, namely Semesters I, II, III, IV, V, VI, VII, VIII, IX, and X, one at the end of each semester of six months. A candidate must have to pass in each of these examinations to qualify for the LL.B. (Hons.) degree.
4. (a) The subjects & papers for the course shall be notified at the commencement of course in each semester as decided by the University.

(b) Each paper other than the Practical Paper shall carry 100 marks, of which 80 marks shall be for written examination and 20 mark for internal assessment. The Practical Paper shall be of 100 marks, of which 80 marks shall be for written submission and 20 marks for viva-voce. The internal assessment shall be made under the following heads:
 - i) Project writing-10 marks
 - ii) Project presentation-05 marks
 - iii) Class performance-05 marks
5. A candidate who has prosecuted a regular course of study in Semester I shall be admitted to that examination subject to submission of 'Examination Enrolment Form, together with the prescribed fees and other requirements in such form and within such time as may be notified by the university.

A candidate who fails to present himself / herself at the examination shall not be entitled to refund of fees.
6. A candidate who has passed the examination of Semester I/II/III/IV/V/VI/VII/VIII/IX and prosecuted a regular course of study in Semester II/III/IV/V/VI/VII/VIII/IX/X, as the case may be, shall be admitted to the respective examination, subject to submission of 'Examination Enrolment Form' together with the prescribed fee and other requirements in such form and within such time as may be notified by the university.

The list of qualified candidates who has passed the Semester I/II/III/IV/V/VI/VII/VIII/IX examination, as the case may be, shall be published by the university as soon as possible after the examination.

7. As soon as possible after the LL.B. Semester X examination, the university shall publish a list of successful candidates arranged in two classes viz. first class (marks 60% and above) Second class (marks 40% and above but below 60%) each in order of merit.
8. (a) If a candidate, after completion of a regular course of study in a semester fails to enroll as a candidate for the respective semester examination or fails to present himself / herself at the examination or appears but fails to complete the examination on account of illness or any other reason considered sufficient by the university or appears but fails to pass the examination in more than two Papers, he/she shall be eligible to appear at anyone or, if necessary, both of the two immediately following examinations of the same standard as a casual candidate without attending classes.
(b) The casual candidate can avail not more than two consecutive chances to pass the semester examination.
9. In order to pass examination in any semester, a candidate must secure 40% marks in each paper including practical paper.
10. There shall be no post-publication re-assessment of papers in any semester of LL.B. (Five year) Hons. course.
10. a) A student must pass separately in each paper of different examinations. Those who pass in a paper shall not be permitted to sit for examination in that paper again. Non-appearance in a paper will count as failure in that paper.
b) All candidates shall be promoted to the next semester class of a year after the examination of the previous semester irrespective of marks scored at the said semester subject to fulfillment of conditions hereunder:
 - i) A candidate of Semester I shall be promoted to Semester II if he/she does not have more than two back papers out of all the examination papers of Semester I.
 - ii) A candidate of Semester II shall be promoted to the Semester III if he/she does not have more than four back papers out of all the examination papers of Semester I and Semester II, provided that the number of back papers of Semester II examination shall not exceed two.
 - iii) A candidate of Semester III shall be promoted to Semester IV if he/she does not have more than four back papers out of all the examination papers of Semester II and Semester III examinations, provided that the back papers of Semester III examination shall not exceed two and he/she has cleared all the back papers of Semester I.
 - iv) A candidate of Semester IV shall be promoted to Semester V if he/she does not have more than four back papers out of all the examination papers of Semester III and Semester IV examinations, provided that the back papers of semester IV examination shall not exceed two and he / she has cleared all the back papers of Semester II.
 - v) A candidate of Semester V shall be promoted to Semester VI if he/she does not have more than four back papers out of all the examination papers of Semester IV and Semester V examinations, provided that the back papers of Semester V examination shall not exceed two and he/she has cleared all the back papers of Semester III.
 - vi) A candidate of Semester VI shall be promoted to Semester VII if he/she does not have more than four back papers out of all the examination papers of Semester V and Semester VI examinations, provided that the back papers of Semester VI examination shall not exceed two and he/she has cleared all the back papers of Semester IV.

- vii) A candidate of semester VII shall be promoted to Semester VIII if he/she does not have more than four back papers out of all the examination papers of Semester VI and Semester VII examinations, provided that the back papers of Semester VII examination shall not exceed two and he/she has cleared all the back papers of Semester V.
- viii) A candidate of Semester VIII shall be promoted to Semester IX if he/she does not have more than four back papers out of all the examination papers of Semester VII and Semester VIII examinations, provided that the back papers of Semester VIII examination shall not exceed two and he/she has cleared all the back papers of Semester VI.
- ix) A candidate of Semester IX shall be promoted to Semester X if he/she does not have more than four back papers out of all the examination papers of Semester VIII and Semester IX examinations, Provided that the back papers of Semester IX examination shall not exceed two and he/she has cleared all the back papers of Semester VII.
- c) Candidates failing in one or two papers of any examination of Semester I/II/III/IV/V/VI/VII/VIII/IX shall be eligible to clear those back papers in the regular examinations of same standard to be held in subsequent semesters. A candidate shall get two chances to clear the back papers in immediately following examinations.
- d) There shall be no repeat/supplementary examination.
- e) A special final examination of all the back papers not exceeding two for each candidate of Semester VIII/IX/X shall be held for Semester X candidates only, normally after six weeks of publications of result of the examination of Semester X.
- f) Candidates who fail to pass in all papers of their examinations when they first appear in the Semester X examination and in the special final examination shall be eligible to appear as casual candidates in the Semester X examination of next session. The maximum number of such chances shall however, be governed by the provisions of Regulations 7(a).
11. A candidate securing at least 60% marks in aggregate in all ten semester examinations taken together shall be placed in First Class and the candidates securing 40% and above but less than 60% in the aggregate shall be placed in Second Class.
12. The Board of Studies in Law shall recommend a panel of names of paper setters, examiners, moderators and scrutinisers.
13. The examiners for answer scripts of all LL.B. (Hons) examinations shall ordinarily be the whole time teachers holding either substantive posts or contractual appointments drawing minimum basic pay of a Lecturer.
14. The paper setter for a paper shall normally be a teacher as mentioned in clause 13.
15. (1) The Board of Moderators shall be appointed by the Vice-Chancellor on recommendation of the Board of Studies. The Board of Moderators shall moderate the questions in order to ensure that the questions are in conformity with the syllabus and that the students are required to answer questions of all types.
- (2) If the Board of Moderators is of the opinion that the questions have not covered the syllabus, it may set questions from those parts of the syllabus, which have not been covered.
16. In any case not covered under these Regulations, the Vice-chancellor shall have the power to issue directions not inconsistent with the Act/Statutes /Ordinances.

(This came into force in 24.05.04 from the 2003-04 Session)

REGULATIONS RELATING TO THE POSTGRADUATE DIPLOMA COURSE IN TOURISM AND HOTEL MANAGEMENT

1. These Regulations shall be called the Regulations relating to the Post Graduate Diploma Course in Tourism and Hotel Management.

2. **Eligibility for admission:** All graduate (Science, Arts, Commerce, Law and others) shall be eligible for admission.

Selection will be based on interview to test (i) language fluency (English and Hindi), (ii) personality profile and (iii) aptitude orientation of the candidate and the decision of the Selection Committee will be final.

3. **Duration of the Course:** A candidate shall prosecute studies including practicals, industrial training, field-work for 12 months. The course shall ordinarily commence on 1st September.

4. **Course contents:** The curriculum shall consist of eight papers of 800 marks. Papers I-VI shall be of 100 marks each. Paper VII includes (i) practicals of 75 marks and (ii) Turn-key project writing of 25 marks. Paper VIII consists of (i) Field-work, report of marks and (ii) Viva-voce of 50 marks.

5. Examinations:

a) There shall be an examination in all papers after the completion of the course work and to be conducted by the University. The evaluation of the students will be based on their performance in written examination, field-work report, project report, practical and oral examinations.

b) Grade shall be awarded in the following manner:

i) To be eligible for award of Post Graduate Diploma in Tourism and Hotel management a candidate shall have to obtain a minimum of 40% marks in aggregate in order to be placed in Grade 'C'

ii) 50-59% marks in aggregate to be placed in Grade 'B'

iii) 60-69% marks in aggregate to be placed in Grade 'A'

iv) 70% and above marks in aggregate to be placed in Grade 'A+'.

c) Teachers actually participating in the teaching/holding practicals shall ordinarily set questions and evaluate the answer scripts. The same principle shall apply in the evaluation of field work reports and project reports. The papers shall be moderated by a Board of Moderators to be constituted by the Vice-Chancellor. The oral examination will be conducted by a Board consisting of internal/external examiners (from amongst those who offered the course) after the end of written and practical examinations.

6. **Management:** There shall be an Advisory Committee to be constituted by the Executive Council for overall supervision of the Course and for framing general policy guide-lines from time to time for the management of the Course at the professional level.

7. **Publication of Results:** After the completion of the examinations results will be published on the basis of merit/grades within one month.

8. The Vice-Chancellor shall have the power to issue such directions as may be necessary in any case that may arise in future and not being covered by these Regulations.

(This came into force on 28.08.01)

**REGULATIONS RELATING TO THE BACHELOR OF
LAWS (LL.B - 5 Yrs.) COURSE**

1. A student shall be eligible for admission to the first year class of the five-year course of the Degree of Bachelor of Laws if he/she has passed the Higher Secondary examination (10+2) held by the West Bengal Council of Higher Secondary examination or any other examination which may be recognized by the University as equivalent thereto:

Provided that

- (a) Such students must have obtained 45% marks in the aggregate in the qualifying examination;
- (b) Such student has not passed any examination higher than the Higher Secondary Examination (10+2) or an equivalent examination prior to his admission to the course;
- (c) Such candidates shall not be above 20 yrs. of age on 1st July of the session of admission. SC/ST candidates shall get relaxation of age by one year.
- (d) Persons belonging to scheduled castes and scheduled tribes shall be eligible to apply if they secure at least 40% marks in the qualifying examination;
- (e) He/She shall not take up any other course of study simultaneously;

There shall be five written examinations, namely, Part I, II, III, IV and V one at the end of each year. A candidate must pass in each of these examinations to qualify for the LL.B. degree.

2. The subjects for the examinations in each Part and syllabi thereof shall be prescribed separately on recommendation of the Council for Undergraduate studies in Arts, Science, Commerce and Law.

The students in the final year shall receive practical training comprising, inter alia, instruction in the rules of courts, drafting of pleadings and documents and attendance at lectures on professional ethics.

3. The examination in law shall ordinarily be held annually and shall commence at such time as the Executive Council on recommendation of the Council for Undergraduate studies, may fix or direct to be notified.

4. A candidate who has prosecuted a regular course of study for one session so far the subjects for the LL.B. Part-I examination are concerned shall be admitted to that examination on payment of prescribed fees and compliance of other requirements.

A candidate, who fails to pass or present for examination, shall not be entitled to claim a refund of the fee.

5. As soon as possible after the LL.B. Part I Examination, the University shall publish a list of names of the successful candidates.

6. A Student who has passed the LL.B. Part –I examination and has prosecuted a regular course of study for one session so far as the subjects for the LL.B. Part –II Examination are concerned, shall be admitted to that examination on payment of prescribed fees and compliance of other requirements.

A candidate who fails to pass or present for examination shall not be entitled to claim a refund of the fee.

7. As soon as possible after the LL.B. Part-II Examination, the university shall publish a list of names of the successful candidates.

8. A student who has passed the LLB Part II Examination and has prosecuted a regular course of study for one session so far as the subjects of the LLB Part-III Examination are concerned shall be admitted to that examination on payment of prescribed fees and compliance of other requirements.

A candidate who fails to pass or present for the examination shall not be entitled to claim a refund of the fee.

9. As soon as possible after the LL.B. Part-III Examination, the university shall publish a list of names of the successful candidates.

10. A student who has passed LL.B. Part-III Examination and has prosecuted a regular course of study for one session, so far as the subjects in LL.B. Part-IV are concerned shall be admitted to that examination on payment of prescribed fees and compliance of other requirements.

A candidate who fails to pass or present for the examination shall not be entitled to claim a refund of the fee.

11. As soon as possible after the LL.B. Part-IV Examination, the university shall publish a list of the names of the successful candidates.

12. A student who has passed the LL.B. Part-IV Examination and has prosecuted a regular course of study for one session, so far as the subjects in LL.B. Part-V are concerned shall be admitted to that examination on payment of prescribed fees and compliance of other requirements.

A candidate who fails to pass or present for the examination shall not be entitled to claim a refund of the fee.

13. As soon as possible after the LL.B. Part-V Examination, the university shall publish a list of names of the successful candidates in two classes, Viz, First Class (60% and above) and Second Class (40% and above but below 60%) each in order of merit.

14. If a student, after completion of a regular course of study for any one of the Law Examinations, does not enroll as a candidate at the examination immediately succeeding such completion or appears but fails or fails to complete any examination on account of illness or any other reason considered sufficient by the Council for Undergraduate studies in Arts, science, Commerce and Law, he /she may appear at anyone or both of the two following examinations of the same standard as a Casual candidate without attending classes.

15. In order to pass Examination in any part, a candidate must secure at least 34% marks in each paper including practical paper with at least 40% marks in the aggregate.

16. The Board of studies in Law shall recommend a panel of names of Paper-setters, Examiners, Moderators, and Examiners for re-assessment and post-publication scrutiny of answer-scripts, and, in addition, the Board of Studies shall also recommend one or more teachers to act as Scrutinizer.

17. The paper-setter for a Paper, who shall normally be one of the teachers teaching the course, shall submit a large number of questions, approximately 2 to 3 times the questions to be set in the question paper.

18. (1) The Board of Moderators shall moderate the questions in order to ensure that the questions are in conformity with the syllabus and that the students are required to answer questions of all types. Topic on which questions had been set last year may also be considered for being set in the question paper for the current year.

(2) If the Board of Moderators feel that the questions have not covered the syllabus, it shall set questions from those parts of the syllabus which have not been covered.

- (3) The Board of Moderators shall consist of the following members:-
- (a) the head, Department of Law, North Bengal University.
 - (b) Two external teachers.
 - (c) One internal Teacher to be recommended by the Board of Undergraduate studies in Law.
- (4) Three members shall form the quorum.
- (5) the tenure of office of the Board of Moderators shall be one year.
19. The answer scripts of each Part of LL.B. (5 yrs.) examinations shall be examined by a single examiner Paper-wise.

(This came into force on 25.02.04 from the 2003-04 session)

**REGULATIONS RELATING TO SUPPLEMENTARY LL.B. (FIVE YEAR)
EXAMINATION AND B. Ed. EXAMINATION**

1. There shall be no scope of reassessment in any part of LL.B. (Five Year) Examination/B.Ed. Examination.

2. a) LL. B. (Five Year) examination shall be held on the compartmental system, that is to say, each student must pass separately in each paper of the different examinations and those who pass in a paper shall not be permitted to sit for examination in the paper again save and except if a candidate fails to secure 40% in aggregate in any part of LL.B. (5 year) examination shall seat for to the maximum of three papers of his choice subject to permission of appropriate authorities. Non-appearance in a paper will count as failure in that paper.

b) All candidates shall continue in the next year class of a year after the previous examination of the year irrespective of the results of the previous examination subject to fulfillment of the conditions under the following clauses:

i) A candidate of Part I shall be promoted to the Part II class if he/she does not have more than three back papers out of all the examination papers of the Part I.

ii) A candidate of part II class shall be promoted to the Part III class if he /she does not have more than six back papers out of all the examination papers of the Part I and Part II classes, provided that the number of back papers of Part II Examinations shall not exceed three.

iii) A candidate of Part III class shall be promoted to the Part IV class if he she does not have more than six back paper of the Part II and Part III examinations, provided that the back papers of Part III examination shall not exceed three and he/she shall clear all back papers of Part I examination.

c) Candidate failing in one or more papers of any examination of Part I, Part II and Part III classes shall be eligible to clear these papers in the regular examinations to be held in subsequent years. A candidate shall get two subsequent chances to clear the back papers. There shall be no repeat/Supplementary Examination.

d) A special final Examination of all the back papers (i.e. not exceeding three of the Part III and Part IV examinations) shall be held for final year (Part IV) candidates only, normally after six weeks of the publication of results of examination of final year. Any candidate of the final year class having not cleared the back papers in Part Ii examinations shall not be eligible to appear in the Special Final Examination.

e) Candidates failing to clear the back papers in Special Final Examination as provided in Clause 2(d) will have the chance to clear them in the regular examinations to be held in subsequent years the maximum number of such chances being governed by the provisions of regulation 2(c).

f) Candidate who fail to get promotion to the next higher class due to having more back papers than stipulated in Regulations2(b) shall register themselves as casual candidates in the same class in the following year and appear at the next appropriate examinations to clear the back papers.

g) Candidates who fail to pass in all papers of their examinations when they first appear in the Final Year Examination and in the Special Final Examination of that year may be registered as a casual candidate in the Final Year Class at the beginning of next session. The maximum number of such chances shall however, be governed by the provisions of Regulation 2(b) and 2(c).

3. In B. Ed. Examination candidates who have failed in papers/subjects not exceeding three shall be eligible to appear at supplementary examination in those subjects/papers as a casual candidate when the examination is held in the following year. A candidate may avail two sub-sequent chances to appear at the supplementary examination.

(This came into force on 1.4.02)

REGULATIONS RELATING TO POSTGRADUATE DIPLOMA IN DISASTER MANAGEMENT (PGDDM)

1. These Regulations shall be called the Regulations Relating to Postgraduate Diploma Course in Disaster management (PGDDM).

2. Eligibility for Admission:

Candidate holding a bachelor degree of at least 10+2+3 pattern shall be eligible for admission. Selection shall be processed on marks basis and /or oral interview as might be decided by the appropriate authority.

3. Duration of the Course:

The Course shall be of one –year duration, including practical classes and project work/case study. The total curriculum shall be divided into two Semesters, each of six months duration.

4. Course content:

The curriculum shall consist of 1000 marks – to be divided into 8 theory papers (Paper I-IV & VI-IX) of 100 marks each, one practical paper (Paper V) of 100 marks, one project/case study paper (Paper X) of 75 marks and comprehensive viva of 25 marks. The 1st & 2nd semesters shall have papers I-V and VI to X respectively. Detailed course contents shall be prescribed separately.

5. Examinations:

There shall be two semester examinations, to be conducted by the University. Evaluation of students shall be based on their performance in written/practical/project as well as oral examination.

Minimum pass mark in each theoretical and practical paper shall be 40% and 50% respectively. Aggregate minimum pass mark in a semester examination shall be 50%.

6. To be eligible for award of PGDDM diploma, a minimum of 50% marks in the aggregate of two semesters shall be obtained by a candidate.

7. a. Grades shall be awarded in the following manner:-

Below 60%: C, Above 60% but below 70%: B, above 70% but below 80%: A, Above 80%: A+.

b. Teachers actually participating in the teaching of a topic shall ordinarily set questions in a paper and shall evaluate the answer-scripts. The Dissertation shall be evaluated by one external examiner. There shall be practical examination as well as oral examination to be conducted by a Board consisting of one internal and one external examiner.

c. Panel of Paper Setters, Moderators, Examiners, Practical Examiners, Examiners for Viva-Voce, Scrutinizers and Tabulators shall be approved by the Vice-Chancellor on recommendation of the Expert Committee.

8. Management:

The course shall be run under supervision and control of the Standing Committee of the Centre for Development.

9. Publication of Results:

After the completion of examination, results shall be published as soon as possible on the basis of Merit/Grade.

10. Candidates who fail in not more than two Papers in a semester examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) Papers in the immediately following semester examination of same standard. Those failing in more than two Papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fees.

11. In any case not being covered by those Regulations, the Vice-Chancellor shall have the power to issue such discretion as may be necessary not inconsistent with the Act/Statutes/Ordinances.

(This came into force on 23.03.04)

REGULATIONS RELATING TO DIPLOMA COURSE IN MUSEUM STUDIES

1. These Regulations shall be called the Regulations relating to diploma course in Museum Studies and shall be subject to the Act/Statutes/Ordinances.
2. The course shall be organized and managed by the Museum Committee of the Akshay Kumar Maitreya Museum of the university as constituted under Rules.
3. Candidates who have obtained at least Graduate degree (10+2+3) in any course of study from a recognized university shall be eligible for admission. Preference shall be given to candidates having at least three years curatorial service in a Museum.
4.
 - a) The curricular work leading to the course shall be spread over six months including study tour of 30 to 45 days. Total marks for the course shall be 400 consisting of five Modules each of 60 marks and one paper of practical / study tour of 100 marks. The latter shall include practical work of 60 marks and project report of 40 marks.
 - b) pass marks shall be 50% in each Module/Paper as well as in the aggregate.
 - c) Candidates who fail in not more than two Modules/Paper shall be allowed to appear in supplementary examinations in the failed Modules/Paper in the immediately following examination. Those failing in more than two Modules/Paper shall get one chance to repeat the entire course as casual candidates in the immediately following examination.
5.
 - a) An Expert Committee having tenure of 2 yrs. shall be constituted by the Vice-Chancellor to discharge the powers of Board of Studies to recommend names of paper setters, moderators, examiners and scrutinizers. Curriculum and its modification shall also be processed by this committee.
 - b) The project report shall be evaluated and practical examination shall be conducted by a board consisting of one internal and one external examiner.
 - c) The project report shall be evaluated by the supervisor and an external expert.
 - d) There shall be Grading given to the successful candidates as per university norms applicable to the self financed courses.
6. A candidate shall be required to attend at least 75% of the classes and tutorials, if any, to be eligible to enroll for the university examination.
7. The fees for the course and examination shall be prescribed separately.
8. In any case not covered by these Regulations, the Vice Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes / Ordinances.

(This came into force 11.9.03)

REGULATIONS RELATING TO THE CAREER ORIENTED PROGRAMMES (COP)

1. These Regulations shall be called the Regulations relating to the Career Oriented Programmes (COP).
2. The words and expressions used in these regulations shall have the same meaning as in the N.B.U. Act 1981.

Eligibility of admission:

3. i. A regular student of any undergraduate degree course of 3 years duration enrolled in a college which is affiliated to the University and recognized by the UGC under section 2(f) and /or 12(B) of the UGC Act, 1956 is eligible for admission in any one COP. The course of study under the said COP shall have to be prosecuted by the concerned students on simultaneous /concurrent basis together with the undergraduate degree course.

ii. Every student admitted in a COP shall have the option either to prosecute Certificate course, Diploma course and Advanced Diploma course in the 1st year, 2nd year and 3rd year respectively or a maximum of three Certificate courses in three different subjects under COP, one in each year of regular study.

iii. A postgraduate student of University enrolled in the Departments in campus or in an affiliated college shall be eligible to prosecute a maximum of two Certificate courses in two different subjects, one in each year of study.

4. Admission of students in COP, shall be based on marks secured in the last qualifying examination.

5. The subjects under COP shall generally be approved by the UGC before these are introduced. However, the steering Committee (clause 7) may permit introduction of any COP without UGC approval.

6. The proposals of the affiliated colleges for introduction of subjects under COP shall be submitted within 31st December of the previous session in the prescribed proforma of the UGC/University to the Convener of the COP Steering Committee.

7. i. There shall be a Steering Committee to monitor the introduction and management of COP in all affiliated institutions and P.G. Departments. The Steering Committee shall consist of the Vice-Chancellor (Chairman), Deans of the Faculty Councils, Registrar, Controller of Examinations, Inspector of Colleges and Secretary of the U.G. Council (Convener).

ii. Every proposal to introduce COP with or without UGC assistance shall be scrutinized by the Steering Committee and, if found satisfactory, will be cleared by 31st January for further processing and sending to the UGC, if necessary.

iii. The Steering Committee shall recommend Expert Committees for the subjects under COP, Wherever necessary for consideration of academic and examination matters.

8. The UGC guidelines for COP shall be strictly followed for financial management and teaching, learning processes of the subjects concerned as well as the maximum number of subjects to be introduced.

9. The course content, detailed syllabi, fees and such other requirements, as may arise from time to time, shall be prescribed by the University on recommendation of the Expert/ Steering Committee. The

concerned colleges will be called upon to submit draft syllabi of subjects as may be approved under C.O.P, and the same shall be placed before the Steering Committee within the date to be prescribed.

COP examinations

(i) Eligibility for enrolment

To be eligible to appear at any of course examinations, a candidate shall satisfy the following conditions:

- i. Attended at least 75% of the theoretical and 75% of the practical (Lab) classes (wherever applicable) in the academic session.
- ii. Satisfactorily completed the sessional / Project work if any.
- iii. Cleared all college dues.

A candidate who fails to pass or to present himself /herself for the examination shall not be entitled to claim refund of the fees.

(ii) Examinations

(a) There shall be one Annual COP examination to be held every year for the Certificate/ Diploma/Advanced Diploma.

(b) In order to pass any of the COP examinations, a candidate must obtain at least 34% marks in aggregate, and at least 40% marks in Practical/Project Papers.

(c) Those who fail to clear the COP in the first attempt shall have to opt to repeat the programme on fresh admission in the programme concerned subject to being a regular student of the college.

(iii) Evaluation and Grading

a) Grade for Certificate /Diploma/Advanced Diploma course under COP shall be awarded in the following manner, 'M' being the aggregate marks:

- i. $34\% \leq M < 40\%$ marks in aggregate to be placed in Grade 'P'.
- ii. $40\% \leq M < 50\%$ in aggregate to be placed in Grade 'C'.
- iii. $50\% \leq M < 60\%$ in aggregate to be placed in Grade 'B'.
- iv. $60\% \leq M \leq 70\%$ in aggregate to be placed in Grade 'A'.
- v. $\leq 70\%$ and above marks in aggregate to be placed in Grade 'A'+.

b) No grace marks shall be awarded in any examination save and except only one mark for securing pass marks. The grace marks shall not be shown separately in the mark sheet. The marks obtained by a candidate shall be increased by one in the tabulation book.

c) A candidate who fails in one or more practical / project papers shall be required to repeat the entire course as per clause 10(ii)(c).

11. A candidate must pass all the examinations (Certificate, Diploma and Advanced Diploma Course) within three years from the date of admission to the course corresponding to the particular examination subject to the condition that he / she remains a regular UG student of the college.

12. Publication of Result:

i. After the completion of all examinations (both theoretical and practical) results shall be published within the stipulated date as may be determined from time to time by the competent authority.

ii. Separate mark sheet and Certificate/Diploma/Advanced Diploma shall be issued for every course examination.

iii. There shall be no post-publication re-assessment of answer scripts in any COP examination. However, answer scripts may be scrutinized “up to a maximum of two papers” on application along with fee as may be prescribed. Such application shall not be entertained unless submitted within 15 days from the date of dispatch of mark sheets from the office of the Controller of Examinations.

13. In any matter not covered by these Regulations, the Vice-Chancellor shall have the power to issue orders, directions and clarifications in consonance with the Act/Statutes/Ordinances.

(This came into force on 13.11.06)

REGULATIONS RELATING TO POSTGRADUATE DIPLOMA COURSE IN TEA MANAGEMENT

1. These Regulations shall be called the Regulations relating to Postgraduate Diploma Course in Tea Management.

2. Eligibility for Admission:

Candidates holding B.Sc. degree or graduates having Science subjects at the (10+2) level shall be eligible for admission provided such candidates have obtained at least 45% marks in Graduate-level examination.

Selection shall be based on written test/oral interview as might be decided by the concerned authority.

3. Duration of Course:

A candidate shall prosecute studies including practical and field training for 12(twelve) months. The course shall ordinarily commence on 1st July continue till 30th June. The 1st and 2nd Semesters shall ordinarily have duration of 1st July to 31st December and 1st January to 30th June respectively.

4. Course Content:

The curriculum shall consist of 1000 marks composed of eleven papers, Paper I to VIII of 100 marks each (theoretical), Paper IX & X of 75 marks each (practical) and Paper XI of 50 marks (Dissertation). The First & Second Semesters shall have paper I to V and VI to XI respectively. The Dissertation in Paper XI shall be submitted before commencement of examinations of Second Semester. In Papers I to VIII, 10% marks each shall be carried from Internal Assessment and Oral examination and the final examinations shall be of 80% marks. In Paper XI, 20% marks shall be provided for Oral examination.

Detailed Course contents shall be prescribed separately.

5. Examination:

(a) Grades shall be awarded in the following manner :--

i) To be eligible for award of Postgraduate Diploma in Tea management, a candidate shall have to obtain a minimum of 40% marks in the aggregate in order to be placed in Grade 'D'.

ii) 50-60% marks in aggregate to be placed in Grade 'C'.

iii) 60-70% marks in aggregate to be placed in Grade 'B'.

iv) More than 70% marks in aggregate to be placed in Grade 'A'.

(b) The internal assessments would be conducted by the teachers themselves in theoretical as well as practical/field training. There shall be one or more such internal assessments in each Semester. 20% of the marks scored in these periodical internal assessments and 20% of the marks scored at the oral examination of Paper IX and X shall be taken into account at the final University examination.

(c) Teachers actually participating in the teaching of a topic shall ordinarily set questions in a paper and shall evaluate the answer-scripts. The same principle shall apply for field training etc. The Dissertation shall be evaluated by one external examiner. There shall be an oral examination to be conducted by a Board consisting of one internal teacher and one external examiner.

6. There shall be a working Committee to be constituted by the Vice-Chancellor. This Committee will look after the management and administration of the course on day-to-day basis. There shall be an Advisory Committee to be constituted by the Executive Council for over-all supervision of the course and laying down general policy guidelines for its smooth management. Panel of paper Setters, Moderators, Examiners, Practical Examiners, Oral Examiners, Scrutinizers shall be approved by the Vice-Chancellor on recommendation of the Working Committee.

7. Candidates who fail in not more than two Papers (Pass marks: at least 40%) in a semester examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) Papers in the immediately following semester examination of same standard. Those failing in more than two Papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fees.

8. As soon as possible after the examination, the University shall publish a list of successful candidates in order of merit/Grade.

9. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue such directions as might be necessary.

(This came into force w.e.f. 1.7.95 and includes amendment dated 6.2.02. and 25.2.04)

REGULATIONS RELATING TO POSTGRADUATE DIPLOMA IN MARKETING MANAGEMENT COURSE

1. These regulations shall be called the Regulations relating to Postgraduate Diploma Course in Marketing Management.

2. Eligibility for Admission:

Candidates holding B.A., B.Sc., B.Com. degree shall be eligible for admission. Selection will be based on written test and/or oral interview as might be decided by the appropriate authority.

3. Duration of the Course:

A candidate shall prosecute studies including practical and field training for a period of one year. The course shall ordinarily commence in the month of July every year and shall continue during the subsequent year till the month of May. The curriculum shall be divided into two terms each of 4 months durations.

4. Course Content:

The total number of marks for the course shall be 1000. The curriculum shall consist of nine theoretical papers each of 100 marks. Paper X shall be of 100 marks consisting of Project work (75 marks) and Oral (25 marks).

5. Examinations:

a) There shall be two term and examinations after the completion of each term to be conducted by the University. The evaluation of the students shall be based on their performance in written examination, field work report and oral examination.

b) Grades shall be awarded in the following manner :

i) To be eligible for award of Advanced Diploma in Marketing management, a candidate shall have to obtain a minimum of 40% marks in the aggregate in order to be placed in Grade 'C'.

ii) 50% - 59% marks in aggregate to be placed in Grade 'B'.

iii) 60% and above marks in aggregate to be placed in Grade 'A'.

Teachers actually participating in the teaching shall ordinarily set questions and evaluate the answer scripts. The same Principal shall apply in field work report also. The papers shall be moderated by a Board of Moderators to be constituted by the Vice-Chancellor on recommendation of the Working Committee. The oral examination shall be conducted by a Board of Examiners consisting of internal and external examiners after the submission of field work report/dissertation. The Board of Examiners shall be constituted by the Vice-Chancellor on recommendation of the Working Committee.

c) Candidates who fail in not more than two Papers (Pass marks: at least 40 %) in a semester examination shall be promoted to the next semester but allowed to appear in supplementary examinations in the failed (back) Papers in the immediately following semester examination of same standard. Those failing in more than two Papers shall get one chance to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back papers in the first attempt shall be reverted to the semester in which the candidate failed to pass in those papers and such candidates, if they wish to continue studies, shall have to take admission in the concerned semester on payment of all fees.

6. Exemption:

Candidates with M.Com. shall be granted exemption from the papers :

1. Principles of Management and Organisational Behaviour.
2. Business Economics and Business Laws.

7. Management:

There shall be an Advisory/Working Committee to be constituted by the Prof. Nural Hasan Centre for management studies for over-all supervision of the Course and for framing general policy guidelines from time to time for the management of the Course. The recommendations of the Working Committee having policy implications shall have to be notified by the Centre for Adult & Continuing Education.

8. Publication of Results:

After the completion of examinations, results will be published as soon as possible on the basis of merit/grade.

The Vice-Chancellor shall have the power to issue such directions as may be necessary in any case that may arise in future and not being covered by these regulations.

(This came into force w.e.f. 20.12.99 and includes amendment dated 21.5.01 and 25.2.04)

REGULATIONS RELATING TO CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH

1. These Regulations shall be called the Regulations relating to Certificate Course in Communicative English.
 2. **Eligibility for Admission:** Candidates passed Higher Secondary (10+2) or its equivalent shall be eligible for admission. Selection of candidates will be made on the basis of merit.
 3. **Duration of the Course:** A candidate shall persecute studies for a period of six months. The course shall ordinarily commence on 1st April and 1st October.
 4. **Course Content:** The curriculum shall consist of four papers of 400 marks. There shall be 200 marks for written examination and another 200 marks will be allotted to viva-voce examination after the completion of written examination.
 5. **Examinations:**
 - a) There shall be an examination in all papers after the completion of the course and it will be conducted by the University. The evaluation of the students shall be based on their performances in written and viva-voce examinations.
 - b) A candidate will have to attend 60% of the classes for being eligible for appearing at the examination.
 - c) Grade shall be awarded in the following manner :
 - (i) To be eligible for the award of Certificate in Communicative English, a candidate shall have to obtain a minimum of 50% marks in aggregate in order to be placed in Grade 'C'.
 - (ii) 60 - 69% marks in aggregate to be placed in Grade 'B'.
 - (iii) 70 - 79% marks in aggregate to be placed in Grade 'A'.
 - (iv) 80% and above marks in aggregate to be placed in Grade 'A' with Distinction.
- Teachers associated with the course shall ordinarily set questions and evaluate the answer scripts. The papers shall be moderated by a Board of Moderators to be constituted by the Vice-Chancellor. The Viva-Voce examination will be conducted by a Board consisting of internal and external examiners after the written examinations.
6. **Management:** There shall be an Advisory Committee to be constituted by the Executive Council for over-all supervision of the Course and for framing general policy guidelines from time to time for the management of the Course.
 7. **Publication of Results:** After the completion of examinations, results will be published as soon as possible on the basis of merit/grades.
 8. The Vice-Chancellor if necessary shall have the power to issue such directions as have not been covered by these Regulations.

(This came into force w.e.f. 20.12.99)

REGULATIONS RELATING TO THE MASTER OF COMPUTER APPLICATIONS (M.C.A.) COURSE

1. These Regulations shall be called the Regulations relating to the Master of Computer Applications (M.C.A.) Course. Words and expressions used in these Regulations shall have the same meaning as in the University Act, Statutes and Ordinances.

2. Eligibility for Admission:

Candidates holding at least 60% marks in B.Sc.(Honours) B.Com.(Honours) B.A. (Honours) B.C.A./BIT/BIS/BSS. BIT, BIS and BSS mean B.Sc. (Major) in Information Technology, Internet Science and Software Systems respectively degree with Mathematics as one of the subjects at (10+2) level or at graduation shall be eligible for Admission. Admission procedures shall be prescribed separately.

3. Duration of the Course and Curriculum:

- a) The curricular work leading to the M.C.A. degree shall be spread over three academic sessions.
- b) Each academic session shall be divided into two Semesters each having a duration of about 6 months.
- c) Of the six Semesters, one Semester shall be spent in a software system developing industry / business for the purpose of Project / Dissertation preparation.
- d) In each Semester, there shall be five theory and two practical papers.
- e) Details of course curriculum shall be prescribed on recommendation of the Faculty Council for Postgraduate Studies in science on the basis of A I C T E guidelines.

4. Examinations:

a) Each theoretical paper shall be of 100 marks consisting of 75 marks for University examination and 25 marks for sessional works. Each Practical paper shall be of 75 marks consisting of 50 marks for University examinations and 25 marks for sessional work. Industrial Lecture, Seminar and Project work shall be sessional work each carrying 25 marks except the Project / Dissertation of sixth semester which shall carry 100 marks.

b) Distribution of marks in various semesters shall be as noted below :--

Marks Distribution -

SEMESTER I

Theory	5 X 75 = 375
Theory Sessional	5 X 25 = 125
Practical	2 X 50 = 100
Practical Sessional	<u>2 X 25 = 50</u>
	<u>650</u>

SEMESTER II

Theory	4 X 75 = 300
Theory	1 X 50 = 50
Theory Sessional	4 X 25 = 100
Theory Sessional	1 X 50 = 50
Practical	2 X 50 = 100

Practical Sessional	$2 \times 25 = 50$
	<u>650</u>
SEMESTER III	
Theory	$5 \times 75 = 375$
Theory Sessional	$5 \times 25 = 125$
Practical	$2 \times 50 = 100$
Practical Sessional	$2 \times 25 = 50$
	<u>650</u>
SEMESTER IV	
Theory	$5 \times 75 = 375$
Theory Sessional	$5 \times 25 = 125$
Practical	$2 \times 50 = 100$
Practical Sessional	$2 \times 25 = 50$
	<u>650</u>
SEMESTER V	
Theory	$5 \times 75 = 375$
Theory Sessional	$5 \times 25 = 125$
Practical	$2 \times 50 = 100$
Sessional Practical	$2 \times 25 = 50$
Industrial Lectures	25
Seminar	25
Project	25
	<u>725</u>
SEMESTER VI	
Seminar	25
Project	100
	<u>125</u>

Total Marks (Semester I to VI) = 3450

5. Evaluation system for Sessional work and Project / Dissertation:

(i) a) Award of sessional marks shall be based on two class tests and assignments/lab-report for theory /practical and those for the seminars on presentation/participation and seminar report.

b) Award of sessional marks for Industrial Lectures shall be based on participation and report.

c) Award of sessional marks for Project/Dissertation shall be based on presentation of the work done to the Departmental Committee in the last week of V Semester.

d) Award of sessional marks for seminar shall be based on presentation on scheduled dates, the progress twice to the Departmental Committee during VI Semester.

(ii) Each paper in each Semester of the curriculum shall be evaluated separately as independent entity. A candidate shall be required to obtain pass marks in each paper separately.

(iii) Pass marks shall be 50% in a theoretical / practical paper.

(iv) For the purpose of final grading of a candidate for the M.C.A. degree, 66% and more shall mean First Class and 50% and more but less than 66% shall mean Second Class.

(v) If a candidate fails to obtain pass marks in more than two subjects, he/she shall have to repeat the whole course in that Semester.

(vi) If a candidate fails to obtain pass marks in not more than two subjects in a Semester, he/she shall be promoted to the next Semester with back papers in the subjects concerned which must be cleared within two immediately following examinations of that Semester in which he/she was unsuccessful. If the candidate fails to obtain pass marks in the back papers in the second attempt, he/she shall be declared as unfit to continue further study and his/her studentship shall be terminated.

6. Eligibility for enrolment in the Semester Examinations:

To be eligible to appear at any Semester examination, a candidate shall satisfy the following conditions :

- i) 75% attendance in the Theoretical/Practical/Seminar/Industrial Lecture/Project work classes.
- ii) Satisfactory completion of sessional/seminar works.
- iii) Clearance of all dues including those of the Hostel, If any.
- iv) Passed in the previous semester examination subject to clause 4(iv).

7. Publication of results:

a) Separate marksheet shall be issued for every semester examination showing therein marks scored in each subject/paper in theoretical/practical/sessional etc. A final marksheet shall be issued at the end of the sixth semester showing the aggregate of marks obtained in each semester in all subjects/papers and the grade of the candidate on the basis of marks scored out of the total of 3450 marks.

b) There shall be no post-publication re-assessment of answer scripts which may, however, be scrutinised on application along with fee as may be prescribed. Such application shall not be entertained unless submitted within 14 days of date of publication of result.

8. In any case not covered under these Regulations, the Vice-Chancellor shall have the power to issue clarifications and directions not inconsistent with the A I C T E guidelines relating to the M.C.A. course.

(This came into force from the 2000-2001 session and includes amendment dated 26.9.05)

**REGULATIONS RELATING TO THE BACHELOR OF BUSINESS
ADMINISTRATION (BBA) COURSE**
(Effective from the 2002-2003 academic session)

1. **Eligibility:** Students who have passed the Higher Secondary Examination of West Bengal Council of Higher Secondary Education (10+2 Pattern) or any other examination recognized by the University as Equivalent shall be eligible for admission to the BBA Course.

2. **Duration and Course of Study:**

a) The Curricular work leading to the Degree of Bachelor of Business Administration (BBA) shall be spread over three academic sessions.

b) Each academic session shall be divided into two Semesters each having a duration of about 6 months. There shall be six Examinations conducted by the University one at the end of each Semester.

3. **Examination:**

Distribution of marks for each Semester examination, the number of Theoretical and Practical/Project papers, duration of each paper, supplementary examination (if any) shall be prescribed separately.

4. **Evaluation and Grading:**

a) In order to pass any of the BBA Examination, a candidate must obtain the following Marks:-

- i) at least 34% marks in each theoretical paper.
- ii) at least 40% marks in each practical /Project paper.

b) For the purpose of final result of a candidate for the degree of BBA, marks obtained in different semester examinations shall be taken into consideration.

c) Candidates who have passed all Semester Examinations and have secured at least 60% marks in the aggregate of all semester marks arrived in the manner indicated in clause (b) shall be placed in the first class. Other successful candidates shall be placed in the Second class.

d) A candidate who fails:

- i) in more than two subjects/papers, shall have to repeat the whole course in the Semester concerned.
- ii) in not more than two subjects/papers, shall be promoted to the next semester with back papers in the subjects concerned.

iii) in the previous Semester's back paper(s), shall not be promoted to the subsequent Semester even if he/she passes in all the subjects of the particular Semester Examination. He/She shall be promoted to the subsequent semester (as and when it commences) only after he/she passes the previous years back papers as an external candidate. For example, a candidate shall not be promoted to the

- i) Third Semester with back papers of First Semester
- ii) Fourth Semester with back papers of Second Semester
- iii) Fifth Semester with back papers of Third Semester
- iv) Sixth Semester with back papers of Fourth Semester

e) A candidate who fails in one or more Project Papers shall be required to repeat the entire course as a repeater candidate.

f) A candidate must pass any of the Semester Examinations within Fourth Semesters from the date of admission to the course corresponding to the particular examination subject to the condition that he/she must pass the 6th semester Examination within six years from the date of admission in the College.

g) If a candidate does not satisfy the conditions laid down in clause (f) he/she shall not be allowed to continue study any further, and he/she shall have to leave the College.

5. Eligibility for Admission to Semester Examination:

a) To be eligible to appear at any of the Semester Examinations a Candidate must satisfy the following conditions:

1) Attended at least 75% of the theoretical classes in a Semester.

2) Satisfactorily completed the sessional works, if any.

3) Cleared all College dues.

The Vice-Chancellor, on the recommendation of the Principal of the College, shall have the power of the relaxing the prescribed percentage of attendance to the extent of 10% without imposition of any condonation fee. The prescribed percentage of attendance may further be relaxed by the Vice-Chancellor on recommendation of the Principal by another 10% in which case the candidates shall have to appear as non-collegiate students on payment of short percentage condonation fee as may be prescribed. The Principal may recommend for relaxation of the prescribed percentage of attendance on the following grounds only:

i) Illness as evidenced by medical certificate

ii) Natural Calamity

iii) Participation in extra-curricular activities sponsored by the College/University.

b) Every candidate for admission to any of the six Semester Examinations shall send to the University his/her application with a certificate of fitness from the Principal of the College in the prescribed form together with fees as may be prescribed by the University from time to time ordinarily a month before the date fixed for the commencement of the examinations.

A candidate who fails to pass or to present himself /herself for the examination shall not be entitled to claim a refund of the fees.

c) Admission to First Semester Examination:

A candidate who fulfils the requirements of clause I and clause 5(a) shall be admitted to the First Semester Examination.

d) Admission to Second Semester Examination:

A candidate who has passed the First Semester Examination or has failed in not more than two subjects in the First semester examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Second Semester Examination.

e) Admission to Third Semester Examination:

A candidate who has passed the Second Semester Examination or has failed in not more than two subjects in the Second Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Third Semester Examination.

f) Admission Fourth Semester Examination:

A candidate who has passed the Third Semester Examination or has failed in not more than two subjects in Third Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(b), 4(d), 4(e), 4(f) shall be admitted to the Fourth Semester Examination.

g) Admission to Fifth Semester Examination:

A candidate who has passed the Fourth Semester Examination or has failed in not more than two subjects in the Fourth Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Fifth Semester examination.

h) Admission to Sixth Semester Examination:

A candidate who has passed the Fifth Semester Examination or has failed in not more than two subjects in the Fifth Semester Examination of the University and has satisfied the requirements of clause 5(a), 5(b), 4(d), 4(e), 4(f) shall be admitted to the Sixth Semester examination.

6. Publication of Results, Marksheets and Medals:

a) The candidate shall receive separate marksheets for each of the six Semester Examinations. Those candidates who pass in back paper examinations shall also receive separate marksheets on the results of those examinations. Candidates who have completed and passed all the six semester examinations shall be given a final combined marksheet showing total marks obtained by the candidates in First of Fifth Semester and subject-wise marks of Sixth Semester Examination.

b) As soon as possible after the 6th Semester Examination, the University shall publish a list of successful candidates in order of merit.

c) Awards of Medals to successful candidates shall be made in accordance with the prescribed rules provided the candidates do not take more than 3 years for passing all the six semester examinations and provided also that they pass all examinations without any back subject.

d) There shall be no post-publication re-assessment of answer scripts, which however, may be scrutinized on application along with payment of prescribed fee for each paper. Applications for scrutiny shall not be entertained if not submitted within fourteen days of the date of the publication of receipt of Marksheet.

7. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statute/Ordinances.

(This came into force on 25.4.2002 from 2002-2003 Session)

REGULATIONS RELATING TO MEETINGS OF THE AUTHORITIES*

CHAPTER I

Preliminary

1. Short title and commencement:

(1) These Regulations may be called the University Regulations relating to the meetings of Authorities.

(2) They shall come into force at once.

2. Interpretation of words and expressions:

Unless the context otherwise requires, words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act.

CHAPTER II

THE EXECUTIVE COUNCIL

3. Meeting of the Executive Council and notice thereof:

(1) The Executive Council shall meet ordinarily twice a month and at other times when convened by the Vice-Chancellor or, during his absence on leave, or when the office of the Vice-Chancellor should happen to be vacant, by the Registrar.

(2) The Vice-Chancellor shall preside at meeting of the Executive Council. In the absence of the Vice-Chancellor at any meeting, the members present at the meeting shall elect one of themselves to be the Chairman of the meeting.

(3) Not-less than 48 hours' notice of a meeting of the Executive Council shall ordinarily be given to its members.

4. Quorum:

One-third of the total number of members of the Council plus one shall be a quorum for a meeting of the Executive Council; provided that no quorum shall be necessary for any meeting of the Council which has already been adjourned once for want of quorum.

5. Minutes:

The minutes of every meeting of the Executive Council shall be kept by the Registrar and approved by the Vice-Chancellor and shall thereafter be confirmed in a subsequent meeting of the council. The confirmed minutes of every meeting of the Executive Council shall be circulated to the members of the Court as soon as practicable.

6. Chairman to give ruling regarding procedure:

In any case not provided for by the Act, the Statutes, these Regulations or the Regulations, if any, made by the Executive Council, the Chairman may give a ruling as to the procedure to be followed which is not inconsistent with the Act, the Statutes or the Regulations.

* First Regulations including amendments dated 24.12.85

7. Chairman’s interpretation to be binding:

Save as otherwise provided, in case of any dispute or difference of opinion in a meeting of the Executive Council, the Vice-Chancellor’s interpretation of any provision of the Act, the Statutes the Regulations or the Rules shall be binding.

CHAPTER III

The faculty council for post-graduate studies

8. Meeting of the Faculty Council and notice thereof:

(1) A Faculty council for post-Graduate Studies hereafter in this Chapter referred to as “the Council”, shall meet ordinarily once a month; provided that the Vice-Chancellor may call a meeting of the Council whenever he considers it necessary to do so.

(2) The Vice-Chancellor shall preside at the meeting of the Council. In the absence of the Vice-Chancellor at any meeting, the Dean of the Council shall act as the Chairman.

(3) The Secretary shall ordinarily give not less than seven days’ notice of a meeting of the Council to its members;

Provided that in a case of urgency, the Vice-Chancellor may direct a meeting of the council to be called at a shorter notice.

9. Quorum:

One-third of the total number of members of the Council plus one shall be a quorum for a meeting or the Council; provided that no quorum shall be necessary for a meeting of the Council which has been already adjourned once for want of a quorum.

10. The minutes of every meeting of the Council shall, after being duly confirmed in a subsequent meeting of the Council, be circulated to the members of the Executive Council and the Court as soon as practicable.

11. Chairman to give ruling regarding procedure:

In any case not provided for by the Act, the Statutes, the Regulations or the Rules made by the Council, if any, the Chairman may give a ruling as to the procedure to be followed in a meeting of the Council which is not inconsistent with the provisions of the Act, the Statutes or the Regulations.

12. Chairman’s interpretation to be binding:

Save as otherwise provided, incase of any dispute or difference of opinion in a meeting of the Council, the Vice-Chancellor’s interpretation of any provision of the Act, the Statutes, the Regulations or the Rules shall be binding.

CHAPTER IV

THE FINANCE COMMITTEE

13. (1) The Finance Committee, hereafter in this Chapter referred to as “the Committee” shall meet ordinarily once a month; provided that the Vice-Chancellor may call a meeting of the Committee whenever he considers it necessary to do so.

(2) The Vice-Chancellor shall preside at meeting of the Committee. In the absence of the Vice-Chancellor at any meeting, the members present at the meeting shall elect one of themselves to be the Chairman of the meeting.

(3) The secretary shall ordinarily give at least seven day's notice of a meeting of the Committee to its members;

Provided that in a case of urgency, the Vice-Chancellor may direct a meeting of the Committee to be called at a shorter notice.

14. One-third of the total number of members of the Committee plus one shall be a quorum for a meeting of the Committee; provided that no quorum shall be necessary for a meeting of the Committee which has already been adjourned once for want of a quorum.

15. The minutes of every meeting of the Committee shall, after being duly confirmed in a subsequent meeting of the Committee be circulated to members of the Executive Council and the Court as soon as practicable.

16. Chairman to give ruling regarding procedure:

In case of any doubt or dispute, the Chairman shall give a ruling as to the procedure to be followed in a meeting of the Committee which is not inconsistent with the provisions of the Act, the Statutes or Regulations.

17. Chairman's interpretation to be binding:

Save as otherwise provided, in case of any dispute or difference of opinion in a meeting of the Committee, the Vice-Chancellor's interpretation of any provision of the Act, the Statutes, the Regulations or the Rules shall be binding.

CHAPTER V

THE BOARD OF HELTH AND STUDENTS WELFARE

18. Meeting of the Board:

The Board of Health and Students Welfare hereafter in this Chapter referred to as the "Board", shall meet ordinarily once a month; provided that the Vice-Chancellor may call a meeting of the Board whenever he considers it necessary to do so.

19. Notice of Meetings:

At least five days notice of every meeting of the Board shall be given to its members; provided that in a case of urgency the Vice-Chancellor may direct a meeting to be called at a shorter notice.

20. Chairman:

The Vice-Chancellor shall preside at meeting of the Board. In the absence of the Vice-Chancellor at any meeting, the members present at the meeting shall elect one of themselves to be the Chairman of the meeting.

21. Quorum:

One-third of the total number of members of the Board plus one shall be a quorum for a meeting of the Board; provided that no quorum shall be necessary for a meeting of the Board which has already been adjourned once for want of a quorum.

22. Minutes:

The minutes of every meeting of the Board shall, after being duly confirmed in a subsequent meeting of the Board, be circulated to the members of the Executive Council as soon as practicable.

23. Chairman to give ruling regarding procedure:

In any case not provided for by the Act, the Statutes, the Regulations or the Rules made by the appropriate authority, the Chairman may give a ruling as to the procedure to be followed in a meeting of the Board which is not inconsistent with the provisions of the Act, the Statutes or the Regulations.

24. Chairman's interpretation to be binding:

Save as otherwise provided, in case of any dispute or difference of opinion in a meeting of the Board, the Vice-Chancellor's interpretation of any provision of the Act, the Statutes, the Regulations or the Rules shall be binding.

CHAPTER VI

THE BOARD OF RESIDENCE AND DISCIPLINE

25. Meeting of the Board:

The Board of Residence and Discipline, hereafter in this Chapter referred to as "the Board", shall meet ordinarily once a month, provided that the Vice-Chancellor may call a meeting of the Board whenever he considers it necessary to do so.

26. Notice of meetings:

At least five days notice of every meeting of the Board shall be given to its members, provided that in a case of urgency, the Vice-Chancellor may direct a meeting to be called at a shorter notice.

27. Chairman:

The Vice-Chancellor shall preside at meetings of the Board. In the absence of the Vice-Chancellor at any meeting, the members present at the meeting shall elect one of themselves to be the Chairman of the meeting.

28. Quorum:

One-third of the total number of members of the Board plus one shall be a quorum for a meeting of the Board; provided that no quorum shall be necessary for a meeting of the Board which has already been adjourned once for want of a quorum.

29. Minutes:

The minutes of every meeting of the Board shall, after being duly confirmed in a subsequent meeting of the Board, be circulated to the members of the Executive Council as soon as practicable.

30. Chairman to give ruling regarding procedure:

In any case not provided for by the Act, the Statutes, the Regulations or the Rules made by the appropriate authority, the Chairman may give a ruling as to the procedure to be followed in a meeting of the Board which is not inconsistent with the provisions of the Act, the Statutes or the Regulations.

31. Chairman's interpretation to be binding:

Save as otherwise provided, in case of any dispute or difference of opinion in a meeting of the Board, the Vice-Chancellor's interpretation of any provision of the Act, the Statutes, the Regulations or the Rules shall be binding.

CHAPTER VII

LIBRARY COMMITTEE

32. The Library Committee hereafter in this Chapter referred to as "the Committee", shall meet ordinarily once a month, provided that the Vice-Chancellor may call a meeting of the Board whenever he considers it necessary to do so.

33. Notice of the meetings:

At least one weeks' notice of a meeting of the Committee shall be given to its members, provided that in a case of urgency, the Vice-Chancellor may direct a meeting to be called at a shorter notice.

34. Chairman:

The Vice-Chancellor shall preside at meetings of the Committee. In the absence of the Vice-Chancellor at any meeting, the senior most Dean shall preside over the meeting.

35. Quorum:

One-third of the total number of members of the Committee plus one.

36. Minutes:

The minutes of every meeting of the Committee shall, after being duly confirmed in a subsequent meeting of the Committee be circulated to the members of the Executive Council as soon as practicable.

37. Chairman to give ruling regarding procedure:

In any case not provided for by the Act, the Statutes, the Regulations or the Rules made by the appropriate authority, the Chairman may give a ruling as to the procedure to be followed in a meeting of the Committee which is not inconsistent with the provisions of the Act, the Statutes or the Regulations.

38. Chairman's interpretation to be binding:

Save as otherwise provided, in case of any dispute or difference of opinion in a meeting of the Committee, the Vice-Chancellor's interpretation of any provision of the Act, the Statutes, the Regulations or the Rules shall be binding.

CHAPTER VIII

THE COUNCILS FOR UNDERGRADUATE STUDIES

39. Meeting of the Councils:

The councils for undergraduate studies, hereafter in this Chapter referred to as "the Council", shall meet ordinarily once a month, provided that the Vice-Chancellor may call a meeting of the Council whenever he considers it necessary to do so.

40. Chairman:

The Vice- Chancellor shall preside at meetings of the council. In the absence of the Vice-Chancellor at any meeting, the senior most Dean shall act as the Chairman.

41. Notice of the meetings:

The Secretary shall ordinarily give not less than seven days' notice of a meeting of the Council to its members provided that in a case of urgency, the Vice-Chancellor may direct a meeting to be called at a shorter notice.

42. Quorum:

One-third of the total number of members of the Council Plus one shall be a quorum for a meeting of the Council; provided that no quorum shall be necessary for a meeting of the Council which has already been adjourned for want of a quorum.

43. Minutes:

The minutes of every meeting of the Council shall, after being duly confirmed in a subsequent meeting of the Council, be circulated to the members of the Executive Council as soon as practicable.

44. Chairman's ruling:

In any case not provided for by the Act, the Statutes, the Regulations or the Rules made by the appropriate authority, the Chairman may give a ruling as to the procedure to be followed in a meeting of the Council which is not inconsistent with the provisions of the Act, the Statutes or the Regulations.

45. Vice-Chancellor's interpretation to be binding:

Save as otherwise provided, in case of any dispute or difference of opinion in a meeting of the Council, the Vice-Chancellor's interpretation of any provision of the Act, the Statutes, the Regulations or the Rules shall be binding.

CHAPTER IX

THE DEPARTMENTAL COMMITTEE

46. Meeting of the Committee:

The Departmental Committee, hereafter in this Chapter referred to as "the Committee", shall ordinarily meet once in a month, provided that the Head of the Department may call a meeting of the Committee whenever he considers it necessary to do so.

47. Chairman:

The Head of the Department shall preside at meetings of the Committee. In the absence of the Head of the Department at any meeting, the members present at the meeting shall elect a person ordinarily from amongst the Professors and Readers to be the Chairman of the meeting.

48. Notice of meetings:

The Head of the Department shall ordinarily give not less than four days' notice of a meeting of the Committee to its members provided that in case of urgency, a meeting of the Committee may be called at a shorter notice.

49. Quorum:

One-third of the total number of members of the Committee plus one shall be a quorum for a meeting of the Committee; provided that no quorum shall be necessary for a meeting of the Committee which has already been adjourned once for want of a quorum.

50. Minutes:

The minutes of every meeting of the Committee shall be sent to the Vice-Chancellor and the Dean of the concerned Faculty Council.

51. Chairman's ruling:

In any case not provided for by the Act, the Statutes or the Regulations or the Rules made by the appropriate authority, the Chairman may give a ruling as to the procedure to be followed in a meeting of the Council which is not inconsistent with the provisions of the Act, or the Statutes or the Regulations.

CHAPTER X

The Board of Postgraduate Studies

52. The meeting of a Board of Postgraduate Studies hereafter in this Chapter referred to as "The Board" shall meet ordinarily once every three months; provided that the Chairman of the Board and in the absence of Chairman, the Dean of the concerned Faculty Council, may call a meeting of the Board whenever he considers it necessary to do so.

53. The Secretary of the concerned Faculty Council shall ordinarily give at least ten day's notice of a meeting of the Board to its members of provided that in case urgency the Chairman may direct a meeting to be called at a shorter notice.

54. Half of the total number of members of the Board shall be a quorum for a meeting of the Board provided that no quorum shall be necessary for a meeting of the Board which has already been adjourned for want of a quorum.

55. The minutes of every meeting of the Board shall be sent to the Vice-Chancellor and to the Dean of the concerned Faculty Council.

56. The Chairman may give a ruling as to the procedure to be followed in a meeting of the Board which is not inconsistent with the provision of the Act, the Statutes, the Ordinances or Regulations.

CHAPTER XI

THE BOARD OF UNDERGRADUATE STUDIES

57. The Board of Undergraduate Studies hereafter in this Chapter referred to as 'the Board' shall meet ordinarily every three months; provided that the Vice-Chancellor may order a meeting to be convened whenever he considers it necessary to do so.

58. Subject to the provisions of Statutes 17(a) and 18(a) of the Statutes relating to constitution, powers and duties of the Authorities of the University, the Vice-Chancellor shall nominate one of the members of a Board to be the Chairman of the Board.

59. The Secretary of a Council for Undergraduate Studies shall ordinarily give not less than Ten day's notice of a meeting of the Board to its members provided that in case of urgency the Vice-Chancellor may direct the meeting of the Board to be called at a shorter notice.

60. Half of the total number of members of the Board shall be a quorum for a meeting of the Board provided that no quorum shall be necessary for a meeting of the Board which has already been adjourned for want of a quorum.

61. The minutes of every meeting of the Board shall be sent to the Vice-Chancellor and to the Vice-Chairman of the Council for Undergraduate Studies concerned.

62. The Chairman may give a ruling as to the procedure to be followed in a meeting of the Board which is not inconsistent with the provisions of the Act, the Statutes, the Ordinances or Regulations.

Chapter XII

OTHER COMMITTEES ETC.

63. Meeting of the Committee:

Every Committee or other body appointed by the Court or by any of the authorities, hereinafter in this Chapter referred to as "the Committee", shall meet at such time as the Chairman thereof may decide.

64. Quorum:

Half of the total number of the members of a Committee shall be a quorum for a meeting of the Committee provided that no quorum shall be necessary for a meeting of a Committee which has already been adjourned once for want of quorum.

65. Rule regarding procedure:

Every Committee shall make such rules as may be necessary in regard to any other question relating to the procedure to be followed at its meetings.

**REGULATIONS RELATING TO APPOINTMENT OF THE HEAD OF
A TEACHING DEPARTMENT IN THE UNIVERSITY**

1. (i) These Regulations may be called the University Regulations relating to appointment of the Head of a Teaching Department in the University.
(ii) They shall come into force at once.
2. Unless the context otherwise requires, words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the act.
3. The Vice-Chancellor shall appoint the Head of a teaching department in the following manner:
 - (a) The Vice-Chancellor shall ordinarily appoint a Head of a teaching department from amongst the whole-time Professors and Associate Professors of the department by rotation in order of seniority. If necessary, the view of the Department Committee shall be taken into account. Provided that an individual teacher shall not be appointed as Head of the Department for two consecutive terms or for another term until the current cycle is complete.
 - (b) In a University teaching department teachers with higher Grade Pay shall be deemed to be senior in rank to teachers in lower Grade Pay.
 - (c) In the absence of a Professor or Associate Professor and if there is difficulty in appointing a teacher as Head of the Department as per the principle prescribed in sub-clause (a), the Vice-Chancellor shall appoint an Assistant Professor in the Department as Head of the Department by rotation in order of seniority.
 - (d) The appointment of a Head of a teaching department by the Vice-Chancellor shall be reported to the Executive Council.
4. The Head of a teaching department shall hold office for the term of two years from the date of his appointment. However, the tenure shall cease on completion of the age of superannuation.
5. The Head of a teaching department may resign his office by writing under his hand to the Vice-Chancellor.
6. The principle of rotation as contained in clause (a) of regulation 3 shall apply equally in the case of a vacancy in the office of the Head of a teaching department caused by the resignation or release of an incumbent from the service of the University or by the grant of a long term leave in his favour.
7. If there is a temporary vacancy in the office of the Head of a teaching department, the next senior most teacher in the department shall be appointed to act as the Head of the department for the period of such vacancy.
8. For the purpose of these regulations, a teaching department shall include a Centre.
9. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue direction not inconsistent with the Acts, Statutes and Ordinances.

REGULATIONS RELATING TO THE EXAMINATION REVIEW COMMITTEE

This Regulation shall be subject to the provisions of the Acts, Statutes and Ordinances.

After the final announcement of results of B.A./B.Sc./B.Com. Examinations, an examination review Committee / Board consisting of Dean of the Faculty Concerned, Chairperson of the Under Graduate Board of Studies in relevant subjects and other members nominated by the Vice-Chancellor shall be formed. This Examination Review Committee / Board shall go through the results, analyse them and take appropriate remedial and corrective measures, if any.

(This came into force on 19.12.2000)

REGULATIONS RELATING TO PRE-PUBLICATION GRACE MARKS AND POST-PUBLICATION RE-ASSESSMENT OF ANSWER SCRIPTS OF B.A./B.Sc./B.Com. (GENERAL & HONS.) LL.B./B.Ed. EXAMINATIONS

1. These Regulations are made in supersession of all earlier Regulations prescribed in this behalf.
2. No grace marks shall be awarded in any examination save and except only one mark in the following cases:
 - (a) One mark for securing pass marks/Division/First Class/Second Class.
 - (b) One mark in the aggregate of either theoretical or practical papers or, if necessary, to the total of a subject/paper to enable a candidate to obtain minimum qualifying marks.The grace marks shall not be shown separately in the marksheet.
The marks obtained by a candidate shall be increased by one in the tabulation book.
3. There shall be no re-assessment in any part in the five years LL.B. Examination. Candidates who have failed in papers/subjects not exceeding three but have obtained at least 20 % marks in a particular paper/subject and have also obtained at least 34 % marks in the aggregate shall be eligible to appear at supplementary examination in those papers/subjects when the examination is held in the immediately following year. Those failing to obtain pass marks in the supplementary examination shall be reverted back to the class in which they failed to obtain pass marks.
4. The principles as prescribed under clause 3 shall be applicable to the B.Ed. Examination subject to a maximum of two papers/subjects.
5. Re-assessment of answer scripts of B.A./B.Sc./B.Com.(General & Honours) Examination shall be regulated in the following manner:
 - (a) For General Examination, candidates who have failed in one compulsory / elective subject / group only shall be eligible to apply for re-assessment in that subject / group.
 - (b) For Honours Courses, candidates:
 - (i) who have failed in one compulsory / elective subject / Group C (for Commerce) but have obtained at least 25 % marks in that subject / Group. Or
 - (ii) who have failed in one compulsory/elective subject/Group but have obtained at least 34% marks in the Honours subject shall be eligible for re-assessment in two papers of Honours subject or
 - (iii) who have been awarded QH in the Part 1 Examination shall be eligible for re-assessment in a maximum of two papers of Honours subject or a maximum of three papers in the elective subject/group.
 - (iv) who have qualified in the Part I examination shall be eligible for re-assessment in a maximum of two papers.
6. There shall be no scope of re-assessment in back paper(s) in any examination.
7. The marks scored by a candidate after post-publication re-assessment shall be considered for determining the final result of the candidate. However, if the re-assessed marks differ from the original marks by more than 15 %, the script(s) shall be referred to a third examiner for fresh assessment. In such cases, nearest of two marks shall be taken into account for determining the final re-assessed marks.

8. There shall be a panel of examiners for re-assessment consisting of three or more University/College teachers. The panel of re-assessors shall be recommended by the concerned Board of studies in the subject concerned and nominated by the Vice-Chancellor for appointment. No re-assessor shall ordinarily be allotted more than 200 scripts for re-assessment. A re-assessor shall not be allotted scripts previously examined by him. The Controller of Examinations shall, if necessary convene meeting of the re-assessors to frame necessary guidelines for the purpose of re-assessment.

9. The fees for re-assessment for all University examinations shall be prescribed separately and shall be payable along with the application within one month from the date of dispatch of marksheet from the office of the Controller of Examination.

(Effective from 2000-01 session and includes amendment dated 18.10.2001)

**REGULATION RELATING TO CONSTITUTION AND FUNCTION OF STUDENTS' UNION
OF AFFILIATED GENERAL DEGREE COLLEGES (OTHER THAN AUTONOMOUS AND
GOVT. COLLEGES) UNDER UNIVERSITY OF NORTH BENGAL**

U.Reg.(SU). 1.

(a) These Regulations may be called the Regulations relating to constitution and function of the Students Union of all General Degree Colleges (other than Autonomous and Government Colleges) affiliated to the concerned State-aided university.

Short Title, Jurisdiction & Commencement

(b) The Regulations shall come into force immediately on being passed in appropriate manner by the affiliating university and shall replace the existing constitution, if there is any, relation to Students.

(c) The name of the Regulations shall be “The Uniform Regulations of Students’ Union of Affiliated General Degree Colleges (Other than Autonomous and Govt. Colleges).”

U.Reg.(SU). 2. Interpretation

The provisions of other existing Regulations and the Rule(s) of the University, if be in conflict with these Regulations, shall stand modified in the light of these Regulations.

U.Reg.(SU). 3. Definition

(a) “Constitution” means the Constitution of the Students’ Union of all General Degree Colleges as referred to under U.Reg.1 (SU).

(b) “Union” means the elected Students’ Union of the college for a particular “Academic Session” to function without any political affiliation or Influence whatsoever.

Colleges having more than one shift/section (Morning and/or Evening Section functioning under the same Governing Body) shall have one Union representing the students of all shifts/ sections.

(c) ‘Session’ means the Academic year commencing from the 1st day of July of a particular year to 30th June of the succeeding year.

(d) “Tenure of the Union” means the period extending from any day of an academic session to the end of the same.

(e) “Constituency” means a particular section of a particular stream of a particular year/class.

Explanation: 1st year BA Honours constituency comprises the students of all affiliated Honours subjects in Arts Faculty. Likewise, IInd year B.Sc. General (inclusive of Pure and Bio) is one constituency. B.Com Honours inclusive of Finance, Marketing etc. is one constituency. 1st year MA/MSc. Is also one Constituency.

(f) “Principal” means Principal or Teacher-in-Charge of the College.

(g) “Elected representative” means a regular student duly elected from a particular constituency for one academic year.

(h) “Regular student” means an enrolled student of an affiliated college.

Explanation:

For 1st year UG/PG classes, a 'regular student' means the student who had paid at least one month tuition fee along with all annual charges payable at the time of admission.

For 2nd year UG/PG classes, a 'regular student' means a student who has cleared the first terminal examination of the University (Part I or Semester I &II) completely or partly but has been allowed to continue in 2nd year as per University Rules and thus taken admission in the IInd year by clearing one month tuition fee along with the session charges admissible during admission and /or enrolment fee, whatever so required.

For 3rd year UG classes, a regular student means a student who has cleared the second terminal examination of the University (Part I&II) completely or partly but allowed to continue in IIIrd year as per University Rules and has paid at least one month tuition fee along with session charges, the matter of waiving fees under special circumstances could however be made workable by way of special order form the State Govt. vis-à-vis affiliating University.

U.Reg (SU) 4. Aims and Objects

The Aims and objects of the Students' Union shall be-

- (a) to bring unity among the students and safe-guard their rights.
- (b) to promote discipline, sense of responsibility, integrity and fraternity among the students, nurturing academic, scientific, cultural and social interest and outlook amongst them.
- (c) to aid, help and facilitate the study of needy and poor students, specially coming from the disadvantaged sections of the society
- (d) to foster healthy and cordial relation with the teaching and non-teaching staff members of the college.
- (e) to work in favour of upholding the principles of Democracy, Secularism, Patriotism and National integrity.
- (f) to encourage participation in fight against superstition, obscurantism, communalism, secessionism and all sorts of social evils.

U.Reg (SU). 5. Specific activity areas

The students' Union shall specifically be engaged in the following activity areas:

- (a) to organize Quiz, Debates, Symposia, Science Fairs, Academic Lectures (including popular science) by eminent teachers/experts in the respective fields.
- (b) to organize recitation, musical and cultural programmes of moral standing.
- (c) to publish college magazine and Wall Magazines containing articles contributed mostly by the existing students. Some intuitive articles from eminent personalities may also be published with permission of the Principal
- (d) to organize common room activities and indoor games in the college.
- (e) to organize Annual Sports as well as the games activities throughout the year.

U.Reg.(SU) 6. Membership and fees

- (a) Every student of the college shall be a member of the Union. For Foreign Student, he/she must have valid international Passport and Visa.

A member shall be entitled to cast vote or contest in the election of the Council, provided he/she has cleared the prescribed session charges of the college and no disciplinary action has been taken against him/her by way of suspension.

(b) Every member shall be liable to pay the Union fees and Session fees as may be prescribed by the college from time to time.

U.Reg. (SU) 7. Rights of a member

Unless otherwise provided-

(a) every member shall have equal rights in the activities of the students' Union irrespective of caste, creed, race, religion or sex

(b) every member shall have the right to elect and seek election to the Council.

U.Reg. (SU) 8.

(a) A member who does not appear at or does not come out successful in the University examination which are due to him consecutively for two years, shall be disqualified to contest the election and/or to hold the office of the Union.

(b) A member who is suspended by the college or expelled from college/university examination or found guilty in the Report Against cases by the University shall be disqualified to contest election and/or to hold office of the Union.

(c) For Foreign students-expiry of visa period to stay in India.

U.Reg.(SU) 9. Cessation of Membership

Unless otherwise provided-

Unless otherwise provided for these Regulations, a student shall cease to be a member as well as office bearer of the Union, if and when he/she

(a) Is in default of session charges and tuition fee for at least one month, if not otherwise exempted.

(b) Appears at the Final Part III Examination of the university, except of the caretaker body as stated in U. Reg (SU)10.

(c) Is found to be admitted in other college taking transfer from the parent college,

(d) Is subject to any disciplinary action taken by the college/University authority.

(e) Is convicted of any criminal offence in any court of law.

(f) For Foreign students membership shall cease in the event of expiry of valid visa period

U.Reg. (SU) 10. Term of office of the elected members

The term of office of the elected members of the Executive Body of the Students'

Union shall be up to 31st December every year. However the Caretaker Union comprising the Vice President, General Secretary, Assistant General Secretary and Treasurer will function under the overall guidance of the Principal of the College till notification of the date of election of the next body of the Student' Union is announced.

U.Reg. (SU) 11. Composition and functions of the Council

(i) The General Council of the Students' Union shall Consist of the following-

- (a) President
- (b) Vice President
- (c) General Secretary
- (d) Assistant General Secretary (Joint Secretary)
- (e) Treasurer
- (f) Secretaries of different sections viz. Sports, Cultural, Magazine, Canteen etc.
- (g) Class Representatives

(ii) The Council shall elect the office Bearers in the first meeting of its term of office and such Office Bearers shall assume charge of respective offices immediately. This meeting shall be convened by the President of the Union normally within 10 days of the election of class Representatives, but not beyond three weeks from the date of election with due approval from the University under any circumstances.

(iii) All the elections under these Regulations shall be held in accordance with simple majority voting system and through secret ballot.

(iv) In the same first meeting of the Council, all sectional Sub-Committees shall be formed. Besides the General Secretary and the concerned Sectional Secretary, each of such Sub-Committee shall consist of four other elected members of the Council, One of them must be a girl student in the case of co-educational college.

The functions of each such Sectional Sub-Committees shall be supervised by a regular teacher of the college nominated by the Principal as Sectional President.

(v) In the event of a vacancy arising for whatsoever reason in any office of the Union, the President shall call a meeting of the Council to elect new Office Bearer.

U.Reg.(SU) 12. Meeting of the General Council

(i) The General Council comprising all the elected Class Representatives shall be the highest body and will take all Policy decisions regarding smooth functioning of the Students' Union. The Council in its first meeting convened and presided over by the President, normally within 10 days of the election of class representatives, will elect Office Bearers and form Sub-Committees.

(ii) At least one meeting shall be held in every 3 months for the Council as well as for the Sectional Committee. Minutes of such meetings shall be kept by the concerned Secretaries.

(iii) The Budget for the year shall be presented by the General Secretary before the Council within 45 days of the first meeting of the Council. The presentation of the Budget shall require previous consent of the President.

(iv) Proposals regarding financial matters, if any, not provided for in the Budget, Must be placed in the same manner as in the case of Budget, through the Secretary.

(v) The Council will decide any matter by vote whenever differences would arise. All the members must abide by the decision of the Council.

(vi) Any proposal other than Budget and financial matters may be placed by any member of the Council for consideration in the meeting.

(vii) A member must give 72 hours 'clear notice to the General Secretary so that the proposal may be put in the Agenda paper.

In emergency circumstances, a proposal may also be placed before the Council even if that is not included in the Agenda paper.

(viii) An emergency meeting may be called by the President on 24 hours' notice if he/she considers that emergency circumstances have arisen.

(ix) A requisition meeting of the Council may be called by the President within a week on receipt of a petition signed by at least fifty percent of the total elected members of the Council.

(x) Unless otherwise provided in these Regulations, all meetings of the Council will be called by the General Secretary and those of the Departmental Committees by the concerned Sectional Secretaries with prior permission of the President or the Teacher-in-Charge of the respective section of the Union. At least three days' notice shall be given for ordinary meetings. Extra – ordinary meetings may be convened on 24 hours' notice by the General Secretary after giving consent of the President.

(xi) All resolutions of the Council and the Departmental Committees will be considered as adopted if the majority of the members present in the meeting vote for them and are duly signed by the president declaring them as passed.

U. Reg. (SU) 13. Executive Body and Sectional / Departmental Committees

(i) The Executive Body of the Students' Union shall consist of the following Office Bearers :

- (a) President
- (b) Vice-President
- (c) General Secretary
- (d) Treasurer
- (e) Assistant General Secretary (Joint Secretary)
- (f) Secretaries of different Sectional Committees

(ii) There shall be the Secretaries of the following Sections of Departments-

- (a) Cultural
- (b) Games and Sports'
- (c) Magazine and Literacy
- (d) Bijnan Parisad
- (e) Students' Welfare and Social Service (inclusive of Students' Aid Fund)
- (f) Common Room (Two Secretaries –one each for Boys and Girls respectively in case of Coeducational College)
- (g) Canteen
- (h) Any other Sub-Committee at the discretion of the Principal

(iii) Each Departmental Committee shall be constituted with the General Secretary, the Departmental Secretary and four other ordinary members including Assistant Secretary of the Department, provided that at least one of the members shall preferably be a girl student for a co-educational college.

iv) The Secretaries shall carry out the day to day activities of their respective sections/Departments and shall be responsible to the council in particular and to the students in general for their sections. v) In case, if any secretary is removed from his/her office or the office falls vacant due to any reason, the assistant Secretary of the Section shall perform the duties of the Secretary for the unexpired portion of the term of office of the concerned Secretary. vi) The Executive Body of the

Students' Union shall meet at least once in a month excluding the Summer Recess and Puja Vacation period.

U.Reg. (SU) 14. Fund

- (a) The Fund of the Union shall be built up with the amount of fees for Students' Union collected from the students and it shall be limited to the amount so collected for one year only for which the Council is to function. Unutilized Magazine and Sports' Fund, if there be any, can no way be diverted to other ends and shall be transferred to the Students' Welfare Fund of the college at the end of the term.
- (b) The Unutilized fund of the previous year, except those of Magazine and Sports, shall be the property of the running Council but in no case any fund of the forthcoming Council of the Union shall be added to it.

U.Reg. (SU) 15. Budget and Accounts

- (a) The Annual Budget for the year shall be prepared by the General Secretary, in consultation with the Treasurer and the Sectional Secretaries, for allocating funds from Union fees to meet expenditures under different heads including emergency expenditure.
- (b) The fund of the Students' Union shall be maintained through a Separate Bank Account in the name of "Students' Union Fund" of the college under the control of the Principal. On written appeal from the General Secretary, Principal shall release fund for specific purpose. The General Secretary and the Treasurer shall be held responsible for all expenditures of the Union.
- (c) The Sectional Secretaries, after allocation of fund, may draw amounts jointly with the General Secretary. The Sectional Secretaries shall keep proper accounts of expenditure of their sections and shall submit the same, supported by proper vouchers –duly counter-signed by the General Secretary and the Treasurer, to the respective Teacher-in-Charge, who after verification shall forward the same to the President/ Principal.
- (d) The President shall cause an audit to be made for all such accounts by the Bursar of the College, in absence of Bursar by any Senior teacher of the college who may be so appointed by the Principal. The General Secretary and Treasurer shall be jointly and severally responsible for maintaining Accounts of the Students' Union and shall submit the Audited Accounts of expenditures of the Union at the end of the term to the Principal.

U.Reg. (SU) 16. The President and his/her function

- (a) The Principal of the College or the Head of the institution, by whatever name called, shall be the ex-officio President of the Union. The president shall ordinarily preside over the meetings of Council. A resolution shall not be considered as passed by the Council unless it is duly signed by the President.
- (b) The President shall convene the first meeting of the newly elected Council within stipulated date and shall preside over the meeting. In other cases the Principal may nominate one of the senior teachers of the college to preside over the meetings on his/her behalf.
- (c) In case of difference of opinion on any issue, the President may request the Council to re-consider the proposal. In case of stalemate situation over any such issue, the President shall refer the matter of the Governing Body of the college for final decision within one month.

- d) In an emergency situation precipitating a crisis leading to the violation of the constitutional obligations, the Principal as President may suspend, prorogue or dismiss the Council with prior approval of the Governing Body of the college and due information to the University.

U.Reg. (SU) 17. The Vice-President and his/her functions

- a) The Vice President shall be elected by the Council from amongst its elected members in the first meeting of the Council convened and presided over by the President.
- b) The Vice-President shall assist the President in conducting the meetings of the Council. The Vice-President may preside over a meeting of the Council with the consent of the President if necessary and will conduct the meeting. Any resolution passed in such a meeting would have to be duly approved and signed by the President of the Council, otherwise, it shall not be considered as finally and validly passed.

U.Reg. (SU) 18. Teacher-in-Charge and his/her functions

- a) There shall be one Teacher-in-Charge for each department/section of the Union. He will be nominated from amongst the regular whole-time teachers of the college by the Principal in consultation with the Teachers Council. He will supervise the respective sectional activities and act as the President of the Departmental Committee.
- b) All resolutions of the Departmental Committee shall be duly approved and signed by the Teacher-in-Charge of the respective department before they are declared as adopted. The Teacher-in-Charge may take part in deliberations of the Departmental meetings but he shall have no right to vote.

U.Reg. (SU) 19. The General Secretary and his/her functions

- a) The General Secretary shall be the Executive Head of the Union and shall be elected by the Council from amongst its elected members in the first meeting of the Council convened and presided over by the President.
- b) He/She shall carry out the day to day functions of the Union and shall be responsible to the members of the Council in particular and to the Students of the college in general for activities of the Council.
- c) He/She shall not be removed from the office during his/her tenure of office except in special circumstances leading to gross violation of the norms of the Constitution, defalcation of funds or in the event of his/her being subjected to the provision of disqualifications referred to elsewhere in the Regulations and in such a case the President shall give his recommendation to the Governing Body of the College, which shall be the final authority to decide the issue.

U.Reg. (SU) 20. The Assistant General Secretary and his/her functions

- a) The Assistant General Secretary or Joint Secretary shall be elected by the Council from amongst it's the Assistant elected members. If there is more than one shift in the college, he/she will be elected from the shift other than the one from which the General Secretary has been elected and in such a case, his election shall be taken up after the election of the General Secretary is completed.
- b) The Assistant General Secretary shall assist the General Secretary in discharging his/her duties and will perform the duties of the General Secretary in his/her absence.
- c) When the office of the General Secretary falls vacant by any reason, the Assistant General Secretary shall assume the office of the General Secretary and discharge the duties of the General

Secretary for the rest of the period of his/her tenure of office. The Assistant General Secretary performing the duties of the General Secretary shall not be entitled to attend the meetings of the Governing Body of the College.

U.Reg. (SU) 21. The Treasurer and his/her functions

- a) The Treasurer shall be elected by the Council from amongst the elected representatives at the first meeting of the Council convened and presided by the President.
- b) The Treasurer shall be jointly responsible with the General Secretary for all expenditures of the Students' Union. He/she shall coordinate amongst the General Secretary and the Sectional Secretaries regarding maintenance of accounts for the expenditures of Union activities keeping records for audit of accounts by the Bursar of the College.
- c) The Treasurer may be removed from the office under the circumstances and in the manner as referred to in U. Reg. (SU) 19 of these regulations.

U.Reg. (SU) 22. Election Commission

- a) There shall be an Election Commission in respect of every college consisting of the members to be constituted as under :
 - i. The Principal, who shall be the Chairman of the Commission.
 - ii. Two Senior teacher members of the Governing Body of the college, to be nominated by the Principal and approved by the Governing Body
 - iii. The Secretary of the Teachers' Council
 - iv. One member of non-teaching staff who shall be the member of the Governing Body, to be nominated by the Principal and approved by the Governing Body.
 - v. In Charge (s) of the sections (s) in shift colleges
- b) The Chairman of the Commission shall be the Returning officer of the Students' Union Election. The Commission shall fix up dates and time table of election to the Council of the Union as per provisions envisaged in the Regulations.
- c) The Commission shall be responsible for proper conduct of the election and resolved dispute, if any, regarding holding of election by appropriate action as it may deem fit and proper.
- d) The tenure of the Election Commission shall be one academic year. If any member of the Commission resigns or the position falls vacant for whatever reasons, the vacancy shall be filled up by another member of staff of the concerned category in the same manner as in (a) above.

U.Reg. (SU) 23. Election Procedure

- 1) The President as Returning Officer shall appoint Presiding Officer(S) and other Polling Officers to assist the Presiding Officer in conducting the polls, from amongst the Teaching and Non-teaching staff members of the college.
- 2) The Returning Officer shall Publish through Notification and by displaying in the college Notice Board the Draft Electoral Roll prior to 21 (twenty one) days of the date of election. Any objection regarding omission/inclusion/deletion of name in the Electoral Roll shall be entertained within 7 (seven) days of the Publication of the Draft Electoral Roll.

The Final Electoral Roll shall be published by the Returning Officer at least 10 (ten) days before the date of election, after which no objections shall be entertained. If any difficulty arises in the

process, the matter shall be referred by the Returning Officer to the Election Commission, whose decision shall be final and binding.

- 3) i) The Election Commission shall cause the Returning Officer to publish the following through notification and by displaying the same in the college Notice Board at least 10 (ten) days before the election, fixing the date, time, place and other particulars for-
 - a) Issue of Nomination papers
 - b) Submission of Nomination papers
 - c) Scrutiny of Nomination papers
 - d) Publication of the list of valid Nomination papers in alphabetical order of the first name in English spelling.
 - e) Withdrawal of Nomination Papers
 - f) Publication of the list of contesting candidates
 - g) Date and hours of Polls
 - h) Date and hours of counting
- ii) The date of election must be fixed at least 6 (six) working days after the publication of the final list of candidates.
- iii) Allotment of Class representatives for each constituency will be as follows :
 - a) Regular students of 50 or less = 1
 - b) Regular students between 51 to 100 = 2
 - c) Regular students between 101 to 200 = 3
 - d) Regular students between 201 to 350 = 4
 - e) Regular students between 351 to 500 = 5
 - f) Regular students of 501 or above = 6

For Coeducation College, in different constituencies at least one candidate should be a regular girl student, where the number of girl students would exceed 10.
- iv) The Election Commission at any point of time considering the contingency can alter the programme.

The detailed procedure of Election, Polling and Counting shall be determined by the Election Commission, which should be duly notified beforehand.
- v) The Election Commission shall dispose of all matters relating to any objection raised or clarification sought for by any student in regard to election matters;

Provided that, in case the Election Commission fails to resolve any dispute or prefers to refer any such matter to the Governing Body, the decision of the Governing Body shall be final and binding.
- vi) At least 2 days time should be given for issue of Nomination Papers and further 2 days for submission of Nomination Papers.

If any case of intimidation and/or threat from any quarter to any intending candidate is reported and found to be correct, the Election Commission, in extreme cases, shall have the authority to arrange for issue of Nomination paper and submission thereof with the help of State administration.

- vii) Serially numbered Nomination Papers are to be collected by the candidates either in person or through authorized nominees, who shall be the bonafide students of the same constituencies. Likewise, Nomination Papers are to be submitted by the candidates themselves or by their authorized agents who shall be Paper issued to a particular candidate in his/her name against specific serial number is to be used by him/her only and not to be passed on to any other candidate.

Provided that one bonafide student of the same constituency shall not be the authorized representative of more than one candidate.

- viii) The name of the contesting candidate should be duly proposed by a valid voter of the same constituency. One regular student shall be eligible to propose not more than 2 (two) names as candidates of his/her constituency.
- ix) After submission of nomination paper, receipt must be issued by the Election Commission to the candidate or his/her representative. At the time of submission of nomination paper, the candidate must deposit his/her Fee Book and Identity Card along with those of the proposer to the Commission, which would be returned in due course.
- x) The Election Commission shall notify the procedure of collecting nomination papers, submission of nomination papers stating the documents to be submitted along with the nomination paper procedure of withdrawal of nomination paper. The mode of publication of final list of the candidates is to be assigned and notified by the Election Commission.
- xi. Nomination paper after submission is to be scrutinized by the Election Commission. Candidate will not be allowed during scrutiny. If any nomination paper is found invalid by the Commission, the concerned candidate will be given an opportunity to refer his/her case to the Commission. The decision of the Commission shall be final.
- xii. A draft list of valid candidates after scrutiny is to be published. Such list must bear the name, roll number and the constituency of the candidates. The list must be signed by the Principal / Returning Officer and shall be displayed in the Notice Board.
- xiii. The final list of valid candidates shall be published after the last date of withdrawal of candidates. Such list must bear the same the name, roll number and the Constituency of the candidate. The list must be signed by the Principal/Returning Officer and be displayed in the Notice Board.
- xiv. After scrutiny if the number of valid nominations are found not to exceed the number of seats to be elected in the Constituency, the valid names of candidates shall be declared elected as uncontested by the Election Commission. Such elected candidates shall enjoy, without any prejudice, full right and privileges of a duly elected representative.
- xv. In the elections envisaged under these Regulations, the forms of Nomination (Form No. I) and withdrawal of Candidates (Form No. II) appended to these Regulations shall be used. All other necessary forms relating to holding of elections shall be prescribed by the Election Commission.

U.Reg. (SU) 24. Conduct of Polling

- a) Excepting the voters, no one without a valid pass letters of authority from the Election Commission or from the college shall enter the college premises on the date of election.

- b) On the day of election, 2(two) hours should be fixed for entry of the student Voters into the college premises. Voters standing at the entrance gate of the college at the time of expiry of the specified hours are to be issued duly signed slip of the Election Commission and they are to be allowed entry. After 15 minutes of entry, voting will start and continue upto the casting of last vote by the valid voters. Votes will be cast according to the Roll No. of the constituency. Voters shall leave the college premises immediately after casting of votes. Either the candidate or his/her agent (who shall be a regular student of the constituency) can only be present. Students willing to vote must enter the specified class room for voting at least 15 minutes before the fixed time of polling.
- c) The Identification proof for the student voters would be the Fee Book (Current year) plus Studentship Identity Card (with photo) or the Registration Certificate (with Photo) of the affiliating University or the Admit card (with Photo) issued from Board / Council / University.
- d) In every class there shall at least be two teachers supported by non – teaching employees who will conduct polling; the senior most teacher will act as the Presiding Officer.

U.Reg. (SU) 25. Counting of Votes

- a) Counting of vote shall ordinarily be held in the class room where polling will be held in presence of the contesting candidates or their authorized agents (who should be the voters of the same constituency). The Returning Officer may fix any other room and time for counting, but that should be duly notified earlier.
- b) The Senior within the two teachers in charge of polling shall start counting after a break of 15 minutes from the end of voting with permission from the Principal/Returning Officer in presence of the contesting candidates or their authorized agents. Recounting could be held on demand but no more than once. In case of tie between two or more candidates, the decision shall be by drawing of lots before the candidates.
- c) In case of any dispute while conducting the poll and counting of votes, the decision given by the Returning Officer shall be final and binding. A valid vote in ballot paper must bear clear Intention of voting in favour of a candidate; any ambiguity shall make the ballot invalid.
- d) After receiving the results from the Presiding / Counting Officers I – different classrooms, the Principal and the Chairman of the Election Commission shall notify the names of the candidates, who are being declared elected from different constituencies.

U.Reg. (SU) 26. Law and order of the Campus

- a) For the sake of safety and security of college property, teaching and non-teaching staff, students and overall peace and order, the Principal and the Election Commission shall have the full authority to seek help from the State administration. Any Instance of acute lawlessness or commission of criminal offence shall instantaneously be reported to the police by the Principal of the college and he/she shall take appropriate steps, as suggested from the State administration, in consultation with the Election Commission.
- b) Canvassing in any form should be conducted in a peaceful and orderly manner within the time stipulated by the Election Commission. There should be no election related permanent poster / wall writing / festoon / banner within the college campus. Candidates may put up hand written removable posters at designated places, assigned by the Election Commission. The Principal / Election Commission / College Authority shall no way be blamed in case of defacing of the same by miscreants. Campaigning / canvassing in all forms must be completed before 48 hours of the polling date. There shall be no Campaigning / canvassing on the polling date.

- c) During class campaigning there shall be no appeal to foment communal feelings for securing votes. No candidate shall indulge in, nor shall abet, any activity which may create mutual hatred between different groups of the students. Criticism of other candidates shall be confined to policies and programmes and shall refrain from private life. Criticism based on false allegations or distortion of facts shall be avoided.

U.Reg. (SU) 27. Arbitration

Vice Chancellor or his nominee of the affiliating university at any point of time can intervene in the process of election in an affiliated college either on receipt of complain regarding any violation or if it is referred to him for his opinion on any dispute when it is not solved at the college level.

U.Reg. (SU) 28. Extraneous Matter

If there is any court case countermanding or temporary suspending the election process of Students' Union and if such court case is not disposed of within 6 months from the date of voting, the Principal shall have the right to nominate one student per constituency as class representative for functioning of students activities. A working Secretary may also be nominated by the Principal and such formation of nominated Students' Body should be ratified by the Governing Body of the college. That nominated body would automatically dissolve with the formation of elected Students' Union. Such nominated body will have a maximum term of 6 months and could however be renewed with approval from the Governing body of the college. The nominated Secretary will not however be able to take part in Governing body meetings.

U.Reg. (SU) 29. Suspension/Prorogation Dismissal of the Council

The term of office of the elected members of the Executive Body of the Students' Union shall be upto 31th December every year. However the Caretaker Union comprising the Vice President, General Secretary, Assistant General Secretary and Treasure will function under the overall guidance of the Principal of the College till notification of the date of election of the next body of the Students' Union is announced.

The principal with approval of the Governing Body of the college may suspend, prorogue or dismiss the Students' Council temporarily or for the whole period of the tenure if he / she is satisfied beyond doubt that-

- a) The Council has been acting contrary to the provision(s) of the Regulations; or
- b) The Council is unable to carry out its function owing to internal disturbances.

The Principal shall forthwith report any such action taken to the University immediately.

U.Reg. (SU) 30. Decision on Doubts and Disputes taken by the Syndicate / Executive Council of the University

if any doubt or dispute arises as to the interpretation of intention of any of the provisions of these Regulations, or if any difficulty arises on an issue not covered by these Regulation, the matter shall be referred by the President of the Union to the Executive Council (Syndicate) of the University, which shall take appropriate measures for resolving the difficulties or settling the dispute and the decision taken by the Executive Council/Syndicate shall be final and binding.

NOMINATION PAPER

Election of the Student’s Union of (College)

From year/class Section/Shift

The Candidate’s Name (in English and in Block letters)

.....
(First Name) (Surname)

The Candidate’s Serial Number in the Election Roll

The Proposer’s Name (in English and in Block letters)

.....
(First Name) (Surname)

The Proposer’s Serial Number in the Election Roll

Declaration by the Proposer

I hereby propose that

.....
be a candidate for the above election

.....
Signature of the Proposer (in full)
Date.....

Declaration by the Candidates

I hereby declare that I signify my assent to be a candidate for the above election

.....
Signature of the Candidate (in full)
Date.....

The Nomination Paper is delivered on(date) at(hour) and is Serially numbered

Returning Officer

NOTICE ON WITHDRAWAL OF CANDIDATURE

Election of the Students' Union of(college)
from year/class Section/Shift

I,, a candidate at the above mentioned election do hereby give notice that I withdraw my candidature at the said election.

.....
.....
(Date) the Candidate's Signature (in full)

The Candidate's Serial Number in the Election Roll

The Notice of withdrawal of candidature from
..... Year/class Section/Shift (SL No.....) is delivered
to me by the Candidate personally on (date) at (hour)

Returning Officer

REGULATIONS RELATING TO POWER AND FUNCTIONS OF THE BOARDS OF STUDIES

1. i) These Regulations shall be called the University Regulations relating to the powers and functions of the Boards of Studies;
ii) They shall come into force at once;
2. Unless the context otherwise requires, words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act.
3. Subject to the provisions in the Act, the Statutes, the Ordinances and the Regulations, a Board of Undergraduate Studies shall exercise the following powers and discharge the following duties, namely:
 - i) Shall recommend to the concerned Council for Undergraduate Studies, courses of study for the various examinations of the University in the subject or subjects with which the Board is concerned.
 - ii) Shall recommend to the concerned Council for Undergraduate Studies, in conformity with the Principles laid down, the name of persons competent to act as Head Examiners, Examiners, Paper Setters, Moderators, Scrutineers, Co-ordinators, Conveners, Chairman and other persons.
 - iii) Shall recommend to the concerned Council for Undergraduate Studies, appropriate books for study including text books and prescribe minimum number of lectures to be delivered for each course of study and in each subject.
 - iv) Shall consider reports of the Examiners in appropriate subjects and make recommendations relating to improvements in the methods of teaching and examination.
 - v) Shall consider and report on all matters that may be referred to it by the concerned Council for Undergraduate Studies.
4. The Council for Undergraduate Studies may call upon two or more Boards of Studies attached to it to meet together to decide any question of common interest. The joint meeting shall be presided over by the senior most Dean.
5. Subject to the provisions in the Act, the Statutes, the Ordinances and the Regulations, a Board of Post graduate Studies shall exercise the following powers and discharge the following duties, namely :--
 - i) Shall recommend to the concerned Faculty Council for Post Graduate Studies courses of study, as suggested by the Departmental Committee concerned, for the various examinations of the University in the subject or subjects with which the Board is concerned.
 - ii) Shall recommend to the concerned Faculty Council for Post Graduate Studies the names of members of the Board of Examiners in the subject concerned, Paper setters, Scrutineers and Moderators.
 - iii) Shall recommend to the concerned Faculty Council for Post Graduate Studies appropriate books for study including text books for the various examinations of the University and prescribe minimum number of lectures to be delivered for each course of study and in each subject.
 - iv) Shall consider reports of the examiners in appropriate subjects and make recommendations relating to improvements in the method of teaching, study and examination.
 - v) Shall consider all reports on all matters that may be referred to it by the concerned Faculty Council for Post Graduate Studies.

6. The concerned Faculty Council for Post Graduate Studies may call upon two or more Boards to meet together to decide any question of common interest. The Joint meeting shall be presided over by the concerned Dean of the Faculty Council for Post-Graduate Studies.

(This came into force w.e.f. 24.12.85)

REGULATIONS RELATING TO FEES AND CHARGES PAYABLE TO THE UNIVERSITY

Fees for Admission:

Title	M.A./ M.com	M.Sc.	MCA/M.Sc. in Computer Science & Biotechnology	M.Phil*	BLIS	w.e.f.	Remarks
						2004- 2005	
Admission fees (p.a.)	125	160	160	175	160		
Session fee (p.a.)	125	160	160	175	160		
Tuition fee (p.m.)	125	160	160	175	160		
Laboratory fee (p.m.)	-	15**	15	-	-		
Library fee (p.a.)	20	20	20	75	25		
Magazine fee (p.a.)	20	20	20	-	-		
Student Health Home (p.a.)	5	5	5	5	5		
Association fee (p.a.)	50	50	50	-	-		
Student Medical Aid Fund (p.a.)	5	5	5	-	-		
Development fee (p.a.)	100	100	100	200	-		Due to cessation of DBT assistance
Lab. Development fee (p.a.)	-	-	10000	-	5000		
Study Material (p.a.)	-	-	-	-	600		
P.G. Syllabus (for Part Only)	15	20	20	-	-		

* Except M.Phil. in R.S. & GIS Applications.

** Except Mathematics.

Fees for Examinations:

Sl. No.	Course	Item	Fees	w.e.f	Remarks
1	B.A/B.Sc./B.Com (general) Diploma in Physical Education	Examination	250	26.9.02	
		Practical	150		
		Material and service charges for Practical	75		
2	B.A/B.Sc./B.Com. (Part-I/II Hons.)	Examination	250		
		Practical	150		
		Material and service charges for Practical	100		
3	B.Ed	Examination	250		
		Practical	150		
4	LL. B (Each Part)	Examination	250		
5	M.A/M.Sc./M.Com./M.C.A/LL. M (Each Part)	Examination	250		
		Practical	150		
		Material and	100		

		service charges for Practical			
6	M.B.BS/BDS Each Professional/Suppl. & Final	Examination	250		
		Practical	150		
		Material and service charges for Practical	500		
7	B.E (Each Part/Semester)	Examination	250		
8	M.Phil.	Examination	600 (1000 for R.S. & GISA,		
9	BLIS	Examination	250		
10	Diploma in Ophthalmology	Examination	5000		
11	B. Pharma	Examination	1000 (p.a.) (For suppl-200 per paper but not exceeding 1000)		
12	B.B.A.	Examination	500 (per semester)		
	B.C.A.	Examination	500 (per semester)		
		Material & Service Charges for BCA practical	200 (per semester)	2004- 2005	
13	P.G. Diploma in Tea Management (per Semester)	Examination	500		
14	P.G. Diploma in Marketing Management (per Semester)	Examination	500		
15	P.G. Diploma in Tourism & Hotel Management (per Semester)	Examination	500 (per semester)		
16	P.G. Distance Education Courses (Each Part)	Examination	500		
		Malarial & Service Charges for Mathematics	200	2004- 05	
17	U.G. Distance Education Courses (Each Part)	Examination	500		
		Malarial & Service Charges for Mathematics	200		
18	Off Campus Distance Education Courses (Each Part)	Examination	1000		
19	P.G Diploma in Information Technology	Examination	500 (per semester)		
		Malarial & Service Charges for Mathematics	200	2004- 05	
20	Diploma in Museology	Examination	500 (per semester)		

21	B.Sc in information Sc, & Software System (each Part) Under Off Campus Distance Education	Examination	1000		
		Malarial & Service Charges	200 (per semester)	2004-05	
22	Diploma in Multimedia Technology (Under Off Campus Distance Education)	Examination	500 (per semester)		
23	PGDIT (Under Off Campus Distance Education)	Examination	500 (per semester)		
24	P.G. Diploma in Disaster Management	Examination	500 (per semester)		
25	P.G. Diploma in Computer Application (Under Off Campus Distance Education)	Examination	500 (per semester)		

Miscellaneous Fees & Charges:

Sl. No.	Item		Existing Fees	w.e.f.	Remarks
1	Registration		200 (UG Courses from 2003-04)		
2	Duplicate Registration/ Migration/Admit Card/ Marksheet/any other Duplication document		100 (Urgent fee on same day Rs. 200)		
3	Ph.D				
	a) Enrolment		400		
	b) Registration		900		
	c) Thesis submission/Re-submission/Clarification		1800		
	D.Sc/D.Lit				
4.	a) Enrolment		400		
	b) Registration		2000		
	c) Thesis submission/Re-submission		4000		
5.	Change of Centre		100		
6.	Re-assessment for each full/half paper		50/25		
7.	a) Post Publication Scrutiny fee (P.G.)		100 (All Paper)		
	b) Post Publication Scrutiny fee (U.G) College affiliation fee (p.a.)		50 (Each Paper)		
8.	a) Non-Govt. College in North Bengal Districts	up to 500 Students	3000		
		501-1000 Students	4000		
		1001-2000 Students	5000		

		Above 5000 Students	7000		
		Professional subject/ courses	2000 (per subject/course)		
	b) Govt. Colleges in Sikkim		50000		
	c) Private/Self-financed College		25000		
9.	Diploma (for those who did not attend the Convocation)		300		
10.	Diploma(on attending the Convocation)		100		
11.	Short Porcentage		300		
12.	Late Submission/Admission		100		
13.	Migration		300 (urgent fee on same day Rs. 500/-)		
14.	Research Scholars Hostel Establishment fee (p.a.)	Boys'	300		
		Girls'	250		
15.	Post graduate Medical Course (p.a.)				
	a) Admission	Degree Courses	4000		
		Diploma Courses	3000		
	b) Laboratory & Library		400		
16.	Part-time Research Scholars		**		
17.	College Inspection Fee in respect of permanent affiliation & affiliation in new subjects			Actual expenditure consisting of road mileage as per RTA Rules and D.A. as per NBU Rules to be paid by the College.	
18.	Cost of Forms				
	a) Application Form for P.G. Admission		30		
	b)) Application Form with Prospectus		200		
	c) For attending Convocation		50		
	d) Migration /all Duplicate Forms		50		
	e) University Service application Form		100 50* *(SC/ST/BC)		
	f) Application form for JRF		20 (5/- for SC/ST/BC)	12.05.99	
	g) Application form for Research Asso.		20 (5/- for SC/ST/BC)	10.09.01	
	h) Ph.D /D.Sc /D.Lit Enrolment		75		
19	Computerised Marksheet/Certificate		50		

20.	Authentication of Marksheet/Certificate for individuals		50 (for each documents)		
21.	Transcription for individuals		200 (one or more documents)		
22.	Identity Card		1/-		
23.	Health Centre Card		1/-		
24.	Certificate for examination schedule (individuals)		50		
25.	Change of entries in University records		50		
26.	Fee for Provisional Certificate		50		
27.	Diploma Fee (for U.G)	University	20	2004-05	
		College	10		
			(For providing additional security and related cost).		
28.	Pre-Publication result processing fee		100	2004-05	

** Expenditure for part-time research over consumable, recurring and infrastructural items, as may be determined by the Departmental Committee, shall be borne by the part-time scholars concerned. Undertaking to this effect shall be furnished to the University through the Supervisor and Head/Director of Department/Centre for getting permission to start work. Existing part-time scholars also shall be guided by these norms / rules.

Fees for admission in LLB & LLM

LLB

Sl. No.	Item		Existing	w.e.f.	Remarks
	Admission (p.a.)		125	2004-05	
	Session (p.a.)		125		
	Tuition (p.m.)		125		
	Library (p.a.)		100		
	Development (p.a.)		250		
	Identity Card (once)		5		
	Electricity (p.a.)		75		
	Library Caution		200 (once)		
	Students association (p.a.)		100		
	Students Medical Aid Fund (p.m.)		5		
	Students Health Home (p.a.)		5		

LLM

Sl. No.	Item		Existing	w.e.f.	Remarks
	Admission (p.a.)		220	2004-05	
	Session (p.a.)		220		

	Tuition (p.m.)		220		
	Library (p.a.)		200		
	Development (p.a.)		600		
	Identity Card (once)		5		
	Electricity (p.a.)		75		
	Library Caution		1000 (once)		
	Students association (p.a.)		100		
	Students Medical Aid Fund (p.m.)		5		
	Students Health Home (p.a.)		5		

Fees for NRI Students (LLB & LLM)

Sl. No.	Item		Existing	w.e.f.	Remarks
	Admission (p.a.)		250		(NRI quota withdrawn
	Session (p.a.)		125		From the Session
	Tuition (p.m.)		3000		2004-05 but those
	Library (p.a.)		300		Admitted in 2003-04
	Development (p.a.)		5400		Are to continue)
	Identity Card (once)		50		
	Electricity (p.a.)		120		
	Field Trip		155		
	Library Caution (once)		500		
	Students association (p.a.)		100		

Fees for Admission LLB (Hons.)

Sl. No.	Item		Existing	w.e.f.	Remarks
	Admission (p.a.)		200	2004-05	
	Session (p.a.)		200		
	Tuition (p.m.)		200		
	Library (p.a.)		150		
	Development (p.a.)		400		
	Identity Card (once)		5		
	Electricity (p.a.)		75		
	Library Caution		500 (once)		
	Students association (p.a.)		100		
	Students Medical Aid Fund (p.m.)		5		
	Students Health Home (p.a.)		5		

Hostels Fees & Charges (for P.G. Hostels)

Sl. No.	Item		Existing	w.e.f.	Remarks
	Admission (p.a.)		25 (p.m.)	2004-05	
	Seat Rent (p.a.)		15(p.m.)		
	Electricity (p.a.)		20 (p.m.)*		*(Including maintenance

	Caution Deposit		200 (once)		of electrical fittings)
	Mess Caution		200**		** Boys & girls
	Telephone Charge (p.a.)		Nil		
	Establishment Charge (p.a.)		20 (p.m.)		
	Magazine	For Boys Hostel Only	Nil		
	Gardening Charge (p.a.)				
	Mess Staff Gift				
	Games				
	Cultural				

For Law Hostels

Sl. No.	Item	Existing	w.e.f.	Remarks
	Admission	100 (p.a.)	2004-05	
	Seat Rent	50 (p.m.)		
	Development	100 (p.a.)		
	Maintenance	100 (p.a.)		
	Electricity	20 (p.m.)		

Fees & Charge for Research Scholars Hostel for MBA Students and Female boarders of LLM Course

Sl. No.	Item	Seat Rent	Electricity	w.e.f.	Remarks
1.	Single Occupancy	500 p.m	50 p.m		
2.	Double Occupancy	250 p.m.	50 p.m		
	Law Hostel Fees (Girls)		Existing Fees	w.e.f.	Remarks
	Admission (p.a.)				
	Seat Rent (p.m.)		250		
	Electricity (p.m.)		50		

LAW HOSTEL FEES & CHARGES :BOYS)

AT CASH COUNTER	Existing Fees	w.e.f	Remarks
Admission (p.a.)	Rs. 100/-	26.09.02	
Sent Rent (p.a.)	Rs. 600/-		
Development (p.a.)	Rs. 100/-		
Maintenance (p.a.)	Rs. 100/-		
Electricity (p.a.)	Rs. 240/-		
Utensil	Rs. 50/-		
Hostel Caution	Rs. 300/-		

TO BE DEPOSITED IN THE LAW HOSTEL OFFICE

Mess Establishment (p.a.)	Rs. 100/-
Mess Advance (p.a.)	Rs. 500/-

LAW HOSTELS FEES & CHARGES (GIRLS)

Admission (p.a.)	-
Sent Rent (p.a.) 250x12	Rs. 3000/-
Electricity (p.a.) 50x12	Rs. 600/-

HOSTEL FEES FOR MBA STUDENTS:

For Single Occupancy Seat Rent-	Rs. 500/- p.m.
Electricity Charges-	Rs. 50/- p.m.
For Double Occupancy Seat Rent-	Rs. 250/- p.m.
Electricity Charges-	Rs. 50/- p.m.

FEES FOR GIRLS HOSTEL (P.G.)

At Cash Counter:

	Existing	w.e.f	Remarks
	Fees	26.09.02	
1. Admission Fee	- Rs. 25/- (p.a.)		
2. Sent Rent	- Rs. 180/- (p.a.)		
3. Development fee	- Rs. 100/-		
4. Mess Caution	- Rs. 75/-		
5. Messing Establishment	- Rs. 240/- (p.a.)		
6. Electricity	- Rs. 240/- (p.a.)		
7. Misc.	- Rs. 15/-		
8. Caution Deposit	- Rs. 100/-		
	<hr/> Rs. 975/-		

At Girls Hostel Superintendent's Office

1. Monthly Messing advance	- Rs. 225/-
2. Messing Charge (current)	- Rs. 225/-
3. Misc.	- Rs. 15/-
4. Cable Charge	- Rs. 10/-
	<hr/> Rs. 475/-

FREES FOR BOY'S HOSTEL (P.G.)

At Cash Counter:

	Existing	w.e.f	Remarks
	Fees	26.09.02	
1. Admission fee	- Rs. 25/- (p.a.)		
2. Seat Rent	- Rs.180/- (p.a.)		
3. Electricity	- Rs. 240/- (p.a.)		
	<hr/> Rs. 445/-		

AT BOYS' SUPERINTENDENT'S OFFICE (P.G.)

	Existing	w.e.f	Remarks
	Fees	26.09.02	
1. Development fee	- Rs. 100/-		
2. Mess Caution Deposit (annual)	- Rs. 800/-		
3. Utensil Charge	- -		
4. Monthly Messing advance	- Rs. 400/-		

5. T.V. Charge	-	-
6. Establishment Charge	-	Rs. 100/- (p.a.)
7. Magazine	-	Rs. 30/- (p.a.)
8. Gardening Charge	-	Rs. 25/- (p.a.)
9. Mess Staff Gift	-	Rs. 20/- (p.a.)
10. Games	-	Rs. 20/- (p.a.)
11. Cultural (p.a.)	-	Rs. 30/- (p.a.)
12. Caution Deposit	-	Rs. 100/-

Room rent of Research Scholar's Hostel

19.05.05 (approved by V.C.)

1. Ordinary room (per bed)	-	Rs. 30/-
2. Guest Room (per bed)	-	Rs. 50/-

EXISTING FEES OF LIBRARY :

1. Xerox Copy per page	-	Rs. 0.50/-
2. Internet per hour browsing	-	Rs. 50/-
3. Computer Print A4 size page:		
Dot Matrix	-	Rs. 0.05/- per page
Black & White	-	Rs. 3/- per page
Colour	-	Rs. 5/- per page
4. Library Fine from Student	-	Rs. 0.20/- per day per book
After 20 days Rs. 1/- per day per book		
5. Temporary membership for (Ref. section Non-refundable)	-	Rs. 300/- for 6 months
6. Price for lost book.	-	-

FEES FOR M.PHIL: REMOTE SENSING & GIS:

Session fee (p.a.)	-	Rs. 1000/-
Examination fee (p.a.)	-	Rs. 1000/-
Laboratory fee (p.a.)	-	Rs. 2000/-
Tuition fee (Rs.1000/-P.M.)	-	Rs. 12000/- (18.02.03)
Registration fee (as applicable)		-----
		Rs. 16000/-

DISTANCE EDUCATION: FOR POST GRADUATE:

Examination fee	-	Rs. 500/-
Centre fee	-	Rs. 150/-
Enrollment fee	-	Rs. 200/-
Identity card	-	Rs. 50/-
Study materials	-	Rs 2500/-

		Rs. 3400/-

FOR UNDER GRADUATE:

Examination fee	-	Rs. 500/-
Centre fee	-	Rs. 150/-
Enrollment fee	-	Rs. 200/-

Identity card	-	Rs. 50/-
Study materials	-	Rs. 3,000/-

Rs. 3,900/-

FOR UNDER GRADUATE BRIDGE COURSE:

		Existing Fees	w.e.f 26.09.02	Remarks
Examination fee	-	Rs. 500/-		
Centre fee	-	Rs. 150/-		
Enrollment fee	-	Rs. 200/-		
Identity card	-	Rs. 50/-		
Study materials	-	Rs. 2,500/-		

Rs. 3,400/-

In above three cases:

Late fine	-	Rs. 100/-
Form & Prospectus	-	Rs. 200/-
For other University students Registration fee-		Rs. 200/- (2003-04)

OFF CAMPUS DISTANCE EDUCATION (ZCA)

		Course Fee	w.e.f	Remarks
i)	P.G.D.I.T.			
	Course Fee	Rs. 17,300/-		
	Processing Fee	Rs. 100/-		
ii)	B.Sc. in information Sc. & Software System			
	1 st year			
	Course Fee	Rs. 22,000/-		
	Processing Fee	Rs. 100/-		
	Examination Fee	Rs. 1,000/-		
	2 nd & 3 rd yr.			
	Course Fee	Rs. 28,000/-		
	Processing Fee	Rs. 100/-		
	Examination Fee	Rs. 1000/-		
iii)	P.G. Diploma in Computer applications			
	Course Fee	Rs. 17,300/-		
	Processing Fee	Rs. 100/-		
	(From & Prospectus for all courses)	Rs. 150/-		
iv)	Multimedia Technology			
	1. Form & Prospectus	Rs. 150/-		
	2. Course fee (lumpsum)	Rs. 18,600/-		
	(installment)	Rs. 20,600/-		

MARKETING MANAGEMENT:

Form & Prospectus	Rs. 200/-
Course fee	Rs. 14,000/-

M.B.A. COURSE:

Form & Prospectus	Rs. 300/-
Course fee (JEMAT)	Rs. 20,000/- per semester
- do- (NBUMAT)	Rs. 25,000/- per semester
Course fee (for NRI)	Rs.1,00,000/- (One yr.)

MUSEUM STUDIES:

1. Form & Prospectus	Rs. 50/-
2. Course fee	Rs. 7,000/-

FEEES FOR TEA MANAGEMENT:

1. Form & Prospectus	Rs. 100/-
2. Course fee	Rs.20,000/-
- do – (for SAARC Candidate)	Rs.30,000/-
3. Micro analysis (PH, Organic Carbon, available Phosphorus, Potassium & Electrical conductivity)	Rs. 50/- (Feb./02)
4. Estimation of sulphur(per sample)	Rs. 50/- (V.C. approved on 03.11.04)
5. Textural Analysis(Sand/Silt/Clay)	Rs. 100/- per sample.

FEEES FOR TOURISM & HOTEL MANAGEMENT:

1. Form & Prospectus	Rs. 100/-
2. Course fee	Rs.12,000/-

M.SC. IN MICROBIOLOGY**w.e.f. 2005-06**

1. Course Fee (p.a.)	Rs.40,000/-
2. Development Fee (p.a.)	Rs.10,000/-

FEEES FOR STATISTICAL COMPUTING THROUGH 'C' (COMPUTER CENTRE)

1. Form	Rs. 30/-
2. Course fee	Rs. 3,000/-

FEEES FOR DISASTER MANAGEMENT

1. Form & Prospectus	Rs. 50/-
2. Course fee	Rs.12,000/-

ENVIRONMENTAL LAW

1. Form & Prospectus	Rs. 100/-
2. Course fee	Rs.12,000/-

FEEES FOR FRENCH LANGUAGE

1. Form & Prospectus	Rs. 50/-
2. Course fee	Rs. 4,000/-

UNIVERSITY I.T. CENTRE

P.G.D.I.T.	Course Fee (1yr.)	Rs. 15,000/-
B.B.A.	Course Fee (3yrs.)	Rs. 21,600/- (per year)
B.C.A.	Course Fee (3 yrs.)	Rs. 21,600/- (per year)

(Form & Prospectus for all Courses)

Rs. 100/-

DIFFERENT FEES IN SPORTS BOARD:	Existing Rate	w.e.f	Remarks
Registration fees (annual) for Colleges	Rs. 300/-	(29.08.01)	
Multi- gymnasium fees (admission)	Rs. 50/-	(09,2001)	
Multi- gymnasium fees (admission)	Rs. 100/-	(Do)	
Multi- gymnasium monthly fees	Rs. 30/-	(Do)	
Multi- gymnasium monthly fees	Rs. 60/-	(Do)	

Entry fees from Colleges:-

Registration fee (annual) for Colleges	-	Rs. 300/- (29.08.01)
a) Football	-	Rs.1000/- 2001 Session
b) Cricket	-	Rs.1500/- “
c) Volley Ball	-	Rs. 250/- “
d) Badminton (Team)	-	Rs. 500/- “
e) Badminton (Individual)	-	Rs. 100/- “
f) Table Tennis (Team)	-	Rs. 250/- “
g) Table Tennis (Individual)	-	Rs. 50/- “
h) Athletics @ per event per Athlete	-	Rs. 25/- “
i) Kho-Kho	-	Rs. 250/- “

GUEST HOUSE CHARGES (Room Rent): w.e.f. 1st August, 2004

Item	Official	Private	Short term (upto 6 hrs)	
			Official	Private
Single bed room	Rs. 50/- per day	Rs. 150/- per day	Rs. 30/-	Rs. 60/-
Double bed room	Rs. 50/- per day	Rs. 100/- per day	Rs. 25/-	Rs. 50/-
Double bed room	Rs. 100/- per day (single occupancy)	Rs. 250/- per day (single occupancy)	Rs.40/- (single occupancy)	Rs.80/- single occupancy
VIP Room	200/- per day	Rs. 400/- per day	Rs. 100/-	Rs. 200/-

RENT FOR MANCHAS / CONFERENCE ROOM:

- Vidyasagar Mancha (w.e.f. 01.03.96):**
 - Outsider - Rs. 1000/- per day
 - Internal - Rs. 250/- per day
 - Caution - Rs. 2000/- (refundable)
- Rent for Rabindra-Bhanu Manch (w.e.f. 08.04.03)**
 - Outsider - Rs. 2000/- per day
 - Internal - Rs. 500/- per day
 - Caution - Rs. 2000/- (refundable)

3.	Conference Room:	Existing Fees	w.e.f 01.12.04	Remarks
	i) Within the University	Rs. 1000/- per day	(eight hours)	
	ii) Outside Agencies	Rs. 4000/- per day	– do –	
	iii) Caution Deposit	Rs. 2000/-	(refundable)	
	iv) Service charge for LCD Projector and the operator	Rs. 100/- each per day	(Total- Rs. 200/-)	

UNIVERSITY VEHICLE & BUS FARE: w.e.f. 30.01.2001

1.	University Bus:	Rs. 5.00 (General)	Rs. 2.50 for Students.
2.	Special trips of University Bus:		
	For Siliguri	Rs. 250.00	
	For NJP	Rs. 375.00	
	Per head	Rs.10.00	
3.	University Vehicle:		
	For NJP	Rs. 150.0	
	For Siliguri Jn/CBT	Rs. 70.00	
	For N.B.Medical College & Matigara/Bagdogra, H.Centre	Rs. 150.00	

FEES OF CHEMISRTY DEPARTMENT: W.e.f 01.03.97

Sl. No.	Item	Fees	w.e.f.	Remarks
1.	Quantitative and qualitative identification of Organic, Organometallic and biochemical molecules	Rs.100/- per sample		
2.	Determination of trace metals in biological materials	Rs. 150/- per element		
3.	Structural informations of Organometallic and inorganic co-ordination compounds	Rs. 50/- per sample		
4.	Detection of impurities in a sample (Chemical Structure)	Rs. 60/- per sample		
5.	Quantitative analysis of optically active compounds	Rs. 50/- per sample		
6.	Soil analysis	Rs. 200/- per element		
7.	Water analysis	Rs. 200/- per sample		
8.	Consultancy services and other tests	Rates according to the nature of job		

FURNITURE AND WATER CHARGES:**Furniture rent for Teachers & Officers:**

Cot	-	2 (0.50 per pc)
Table	-	2 (0.25 per pc.)
Chair	-	4 (0.25 per pc.)
Selve	-	2 (0.25 per pc.)
Alna	-	1 (0.25 per pc.)

Rent for excess quantities supplied, if any on the request of the residents will be as follows (w.e.f. 01.11.64)

Cot	-	0.75 per pc. Per month.
Other items	-	0.40 per pc. Per month.

Furniture rent for Non-teaching:

1 st supply any four items -		Rs. 1/-
In case of Cot	-	Rs. 0.75 per pc.
And for other item, additional		Rs. 0.40 per pc.

WATER RENT:

Officers & Teachers	-	Rs. 3/- per month.
Non-teaching	-	Rs. 2/- per month
Non-teaching low cost house		Rs. 1/- per month.

Fees of Health Centre (Clinical Laboratory):**Bio-Chemical Test:**

		Revised rate	w.e.f. July, 97	Remarks
1.	Triglyceride	-	40/-	
2.	HDL Cholesterol	-	40/-	
3.	LDL “	-	40/-	
4.	VLDL “	-	40/-	
5.	Lipid Profile	-	100/-	
6.	Bilirubin	-	20/-	
7.	SGPT	-	25/-	

Non- Chemical Test:

		Revised rate	w.e.f. July, 97	Remarks
8.	SGOT	-	25/-	
9.	Alkaline Phosphates	-	25/-	
10.	Serum Total Protein & albumin		25/-	
11.	“ Uric Acid	-	25/-	
12.	“ Urea	-	25/-	
13.	“ Creatinine	-	25/-	
14.	Liver Function Test	-	100/-	
15.	Serum Cholesterol	-	20/-	
16.	Blood Sugar	-	10/-	

Serological Test:

1.	serum R A Factor	-	50/-
2.	Blood Grouping	-	10/-
3.	Aldehyde Test	-	10/-

Hematological Test:

1.	TC/DC	-	10/-
2.	ESR/HB	-	10/-
3.	TC,DC/ESR,HB	-	10/-
4.	TC,DC/ESR,HB	-	20/-
5.	MP	-	10/-
6.	RBC Morphology	-	10/-
7.	Platelet Count	-	10/-
8.	Reticulocyte Count	-	10/-
9.	RBC Fragility Test	-	50/-
10.	Complete Haemogram	-	20/-
11.	PCV	-	10/-

Urine Examination:

1.	Routine Examination	-	10/-
2.	BS/BP	-	10/-
3.	Acetone	-	10/-

Stool Examination:

1.	Routine Examination	-	10/-
2.	Occult Blood Examination	-	10/-
3.	PH/Reducing substance	-	10/-

Other Examination:

1.	Mantoux Test	-	25/-
2.	Gram Stain	-	15/-
3.	Urine Culture	-	40/-

RENT RECEIVED PER MONTH;

1.	Bank	-	Rs. 9,000/- (revised) (01.10.04)
2.	Post Office	-	Rs. 2,460/-
3.	P.H.E.	-	Rs. 12,565/-
4.	Telephone Booth	-	Rs. 800/- (14.08.02)
5.	ATM (SBI)	-	Rs. 2000/- (01.08.04)

RENT RECEIVED FROM DIFFERENT CANTEENS:

1.	Students Cheap Canteen	-	Rs. 1,000/- per month.
2.	Students Law Canteen	-	Rs. 600/- per month.
3.	Students / Staff Canteen	-	Rs. 400/- per month.
4.	Teachers Canteen	-	Rs. 200/- per month (Jan'05)
5.	Guest House (Kitchen & Catering)	-	Rs. 2,000/- per month (01.08.04)
Received from students towards Coupon-			Rs. 18/- per month.

REGULATIONS RELATING TO CONDITIONS OF STUDY IN THE UNIVERSITY AND COLLEGES[†]

1. Every candidate who intends to appear as a regular student at any of the University examinations shall unless exempted there from by the provisions of the ordinances made in that behalf, be required to prosecute a regular course of study for the period prescribed by these Regulations in each of the subjects which he desires to offer at the examinations.

Explanation: The expressions “regular student” and “regular course of study” shall be interpreted to have the same meaning as they have in the University Ordinances relating to the conferment of Degrees, Titles, etc.

2. i) No student shall be considered to have prosecuted a regular course of study in a college in any subject in a session unless he/she has attended at least 75% of theoretical/practical/tutorial classes held in the Session.

ii) For the purposes of this Regulation, the percentage of attendance of a student in any subject shall be calculated on the total number of lectures delivered and the total number of tutorial classes held in that subject from the commencement of the session. If a student has taken his transfer from one college to another, the percentage of his attendance in respect of each subject shall be calculated in so far as the first college is concerned on the total number of lectures delivered and the total number of tutorial classes held in that subject up to the date of the transfer certificate and in so far as the second college is concerned on the total number of lectures delivered and the total number of tutorial classes held after that date.

iii) If a student is not permitted to appear at an examination on the ground of his failure to attain the minimum percentage of attendance, he shall be required to prosecute a regular course of study for another session and the percentage of his attendance shall be calculated on the basis of his attendance at lectures delivered and tutorial classes held during that session.

iv) If a student has failed at an examination and is required by the Regulations to prosecute a regular course of study for another session, the percentage of his attendance shall be calculated on the basis of lectures delivered and tutorial classes held after the expiration of a week from the publication of the result of such examination.

3. If a college is not affiliated in any elective subject which a student, enrolled in that college, desires to offer at an examination, he may be permitted by mutual arrangement between the Principal of the colleges concerned, to attend lectures and tutorial classes in that elective subject in another college affiliated in that elective subject.

4. No student shall be considered to have prosecuted a regular course of study leading to a P.G. degree/P.G. Diploma/Diploma in any subject in a session unless he/she has attended at least 75% of theoretical/Practical/tutorial classes held in that session.

5. A student who may, during any period, be under Military, Naval or Air Force training shall, for the purposes of Regulations 1 and 2 of these Regulations, be deemed to have attended all the lectures delivered and all the tutorial classes held during such period in each of the subject offered by him at the examination provided that he produces a certificate of having received such training during the period from the officer under whom he received the same.

[†] First Regulations including amendments dated 23.3.92, 25.5.98 and 8.9.04.

Provided also that if any such student offers a Science subject at the examination, he shall also produce a certificate from the Principal or some other competent authority approved by the Vice-Chancellor and in the case of Undergraduate Courses in Arts, Science, Commerce, Law and B.Ed, the Vice-Chairman of Council for Undergraduate Studies concerned to the effect that he has taken a satisfactory course of practical work in that subject.

6. i) A student who is permitted to take part in an Inter-University athletic contest shall be deemed to have attended all the lectures delivered and all the tutorial classes held in each of the subjects offered by him at the examination during his absence from such lectures or classes in connection with such contest, subject to a maximum of six lectures and six tutorial classes in each such subject.

ii) The concession referred to in Paragraph (i) shall not be available in respect of any trial or practice matches or exercises in connection with such contests.

7. If any doubt or difficulty arises in regard to the interpretation or application of these Regulations, or if any matter arises which is not covered by these Regulations, the Vice-Chancellor may issue such directions as he may consider proper.

8. i) A college shall provide for the delivery of such minimum number of lectures in a subject in which it is affiliated for any of the University examinations, as may be prescribed.

ii) In addition to the minimum number of lectures specified above, every college shall hold a minimum of tutorial classes to be prescribed in each of the subjects in which it is affiliated for any of the University examinations.

iii) No tutorial class shall ordinarily consist of more than 20 students.

9. i) If a college fails for two consecutive years to arrange for the delivery of the minimum number of lectures or the holding of the minimum number of tutorial classes in any subject, the Executive Council may refuse to permit the College to send up students for the University examination in the subject concerned.

ii) At the end of each session, every college shall furnish to the University a statement showing the total number of tutorial classes held in each subject during that session as also during the session immediately preceding.

10. Every lecture or tutorial class shall cover a period of not less than 45 minutes inclusive of the time allowed by the College Rules for the assembling of the students.

11. For the purpose of these Regulations a period of practical work or class exercises of not less than 45 minutes shall be deemed to be a tutorial class.

12. i) No lecture or tutorial class shall be deemed to be a lecture or a tutorial class within the meaning of these Regulations unless it is delivered to or held in respect of a class or a permanent section or group thereof and unless it is reckoned in calculating the percentage of attendance of the students of the class, section or group who have taken the subject in which the lecture is delivered.

ii) Even if any or all the students of a class or a permanent section or group thereof fails or refuse to attend a lecture or a tutorial class, such lecture or tutorial class shall nevertheless be deemed to have been duly delivered or held and all such students shall be marked absent.

13. i) Degree and Diplomas once conferred to a candidate shall not be revoked unless fraud is established by the University or by the Court of Law.

ii) Simultaneous prosecution of more than one course of study shall not be allowed unless the period of overlap of the courses is less than 30 days.

iii) The provision noted under sub-clause (ii) shall be incorporated in the Admission Form for all the courses of study under the University wherein the candidate shall declare that he/she shall not undertake any other course of study within the duration of the course.

iv) Simultaneous prosecution of more than one course may be permitted by the authority after careful consideration of application received in this behalf in the following cases:

a) If Classes in the two courses are held in separate working hours.

b) Attendance in classes/Department is not required for prosecution of studies.

v) In case of overlapping of examination schedules, candidates referred to in sub-clause (iv) shall be required to opt for one particular course of study for appearing at examination.

(This came into force w.e.f. 23.3.92 with amendment on 25.5.98)

**REGULATIONS RELATING TO ESTABLISHMENT AND AFFILIATION OF
PRIVATELY MANAGED SELF-FINANCED COLLEGES**

1. These Regulations shall be called the Regulations relating to establishment and affiliation of privately managed self-financed colleges and shall be subject to the Act/Statutes/Ordinances.

2. These Regulations lay down the minimum norms which shall be fulfilled by the authorities of privately managed self-financed colleges keeping in view the desired quality of education and standards set by the West Bengal State Council of Higher Education and national agencies like UGC/NAAC/NCTE/AICTE. These norms shall, however, be different, as laid down in these Regulations, for colleges proposed to be established in rural areas, semi-urban areas, urban areas, municipal corporations and hill areas.

3. Eligibility Criteria: —

Any educational Society/Trust duly registered shall be eligible to apply for establishment of and affiliation to an academic institution.

4. The Society/Trust shall fulfill the following requirements: —

(i) Land:—

Sl. No.	Type of College	Requirement of land (in acres)		
		Rural area (not under Municipal area)	District/Sub-Div. HQ, within Municipal limit	Corporation Area/Hill area.
1.	Multi faculty General Degree College (Arts, Commerce, Science)	At least 3.00 but preferably 5.00. The land shall be suitable for construction. 2 acres of land shall be available for buildings.	At least 2.00 but preferably 3.00. The land shall be suitable for construction of buildings.	At least 0.5 but preferably 1.00. suitable for construction of multi-storied buildings.
2.	Teacher Training (B.Ed.) College (Single Faculty College)	At least 1.0 acres but preferably 2.00 acre and subject to NCTE norms.	At least 0.5 acre and Subject to NCTE norms.	At least 0.5 acre and Subject to NCTE norms.

(ii) Building:—

Type of College	Building / Building Fund
General Degree College (Arts/commerce)	10,000 sq. ft. covered space (8,000 sq. ft. carpet area). Fund required: @ Rs.500.00 per sq. ft. Rs.50.00 lakh. The building shall have the following accommodation: For College with five arts subject: (i) Principal's Room (ii) Teacher's Room (iii) College Office (iv) Store Room (v) Library Room (vi) Reading Room (vii) Boys' Common Room (viii) Girls' Common Room (ix) three class rooms, at least two accommodating all students enrolled in one year (x) Toilets for staff and students. Two class rooms shall be added each in the second and third year.
General Degree College	In addition to above, there shall be 2000 sq.ft. covered space for each lab-

(Arts/commerce/Science)	based subject. Additional fund required: @ Rs. 500.00 per sq. ft. Rs 10.00 lakh. There shall be one class room and two/three labs for each lab-based subjects.
Teacher Training College (Intake 100)	4000sq. ft. covered space (3200 sq.ft. carpet area). One room shall be large enough to accommodate all students enrolled i.e. 1000 sq. ft. for 100 students. Adequate number of classrooms, hall, laboratory space for conducting instructional activities, separate rooms for the Principal, Faculty members, office and a store. The size of instructional space shall be less than 10sq. ft. per student as per NCTE norm.

Provided that the terms & conditions stated above may be relaxed for establishment of colleges in the hill areas.

Provided further that initially the organization may be permitted to conduct courses in leased/rental accommodation for two years from the date of commencement. The building shall conform to the requirements and specifications outlined above. But the applicant shall start construction of the building within one year from the date of provisional affiliation and must complete the construction within one more year.

(iii) Fund:

Reserve Fund to be maintained by a self-financing college shall be commensurate with the requirement for paying remuneration to all whole-time and part-time staff and meeting essential recurring expenditure. The fund shall be kept in a Joint Fixed Deposit Account/Govt. Security Bond for a lock-in period of at least five years in the name of (i) authorized person of the Trust/society and (ii) authorized person of the University of North Bengal. The interest out of the deposit shall be made available to the applicant for capital expenditure.

Sl. No.	Type of College	Amount (Rs. In lakhs)			
		Building Fund	Reserve Fund (Jt. F.D. Account)	Equipment / Library Fund	Operational Fund
1.	General Degree College (Arts/Commerce)	50.0	10.0	5.0	5.0
2.	General Degree College (Arts/Commerce/Science)	60.0	15.0	20.0	10.0
3.	Teacher Training College	20.0	7.5	5.0	3.0

5. Recruitment Qualification and Remuneration of Staff: —

- a) Principal and Teachers: The recruitment qualification and remuneration of the Principal and teachers appointed on whole-time (regular or on contract) shall be as per UGC / State Govt. norms.
- b) Non-teaching staff: The recruitment qualification and scale of pay / remuneration on whole-time (regular or on contract) appointment should be at par with those prescribed by the State Government.

6. Posts: —

The number of posts mentioned below shall be taken as the minimum for efficient running of the college. The consolidated amounts of monthly salary for different posts as enumerated below shall exceed if the organizers decide to offer higher initial pay or higher scales of pay.

The amounts of monthly salary have been stipulated in order to estimate the minimum annual expenditure and the income from fees etc. required for viability of the institutions.

Sl. No.	Type of College	Posts to be maintained in first year	Annual salary expenditure	
			Monthly Salary X 12 months X no	In thousand Rs.
1.	General Degree College (Arts/Commerce - 5 subjects/ Law)	Principal (1)	Rs. 17300x12	207.60
		Whole time Teachers (5)	Rs. 8000x12x5	480.00
		Part-time Teachers (5)	Rs. 2000x12x5	120.00
		U. D. Assistant (2)	Rs. 4000x12x2	96.00
		L.D. Assistant (1)	Rs. 3350x12	40.20
		Asstt.-cum-Typist (1)	Rs. 3350x12	40.20
		Attendants (3)	Rs. 2600x12x3	93.60
		Guards (3)	Rs. 2600x12x3	93.60
		Total Salary (A)		1171.20
		Non-Salary expenditure (B)		200.00
		Amount to be transferred to Development Fund (C)		200.00
	Total (A+B+C)		1517.20	
2.	General Degree College (Arts/Commerce/Law/Science with 3 science depts.)	In addition to above: Whole time teachers (3)	Rs. 8000x12x3	288.00
		Part - time Teachers (3)	Rs. 2000x12x3	72.00
		Lab. Attendants (3)	Rs. 2600x12x3	93.60
		L.D. Assistant (1)	Rs. 3350x12	40.20
		Total (D)		493.80
		Total salary (A+D)		1665.00
		Non - salary expenditure (E)		400.00
		Amount to be transferred to Development Fund (F)		325.00
		Total (A+D+E+F)		2390.00

In the case of a general degree college, one additional whole time teacher and two additional part-time teachers for each subject taught shall have to be appointed in the second year of operation. Moreover, one Librarian and one Physical Instructor shall also be necessary from the second year.

3.	Teacher Training College offering B.Ed. (for 100 students)	Principal (1)	Rs. 17200x12	207.60
		Whole time Teachers (7)	Rs. 8000x12x7	672.00
		Librarian (1)	Rs. 8000x 12	96.00
		Physical Instructor (1)	Rs. 8000x12	96.00
		U.D. Assistant (2)	Rs. 4000x12x2	96.00
		L.D. Asst.-cum -Typist (1)	Rs. 3350x12	40.00
		Attendants (3)	Rs. 2600x12x3	93.60
		Guards (3)	Rs. 2600x12x3	93.60
		Total Salary (G)		1395.00

	Non- salary Expenditure (H)	200.00
	Amount to be transferred to Development Fund (J)	200.00
	Total (G + H + J)	1795.00

7. Governing Body: —

The following shall be the composition of the Governing Body of privately managed self-financed college:

- i) President – A person of standing nominated by the society / Trust.
- ii) Principal / Teacher - in - Charge of the college – Secretary.
- iii),iv),v) – academician nominated by the Society / Trust.
- vi) One representative of donors, to be nominated by the Society / Trust.
- vii),viii) Two representatives of teachers of the college, to be nominated by the teachers from amongst themselves.
- ix) One non- teaching staff, to be nominated by the non-teaching employees of the college from amongst themselves.
- x) One nominee of the affiliating University, not being an in-service college / university teacher.
- xi) One nominee of the local Panchayat samitee/Municipality/Corporation.
- xii) One nominee of the State Govt., not being an in-service college/university teacher.
- xiii),xiv) – Two representative of the Guardians, to be nominated by the Governing Body.
- xv) One student representative.

Provided that the above provision shall be subject to its incorporation in the Statutes relating to Governing Body of affiliated colleges.

8. Enrolment and Fee structure: —

The enrolment and fee structure of self-financing colleges shall depend on the nature of courses/subjects offered socio-economic background of the area of operation of the college and the infrastructure created by the management. However, monthly tuition fee and other fees for the three different types of colleges are laid down below on the basis of assumed enrolments, keeping in view the annual fee income required for viability of the colleges.

Sl. No	Type of College	Suggested Enrolment	Suggested Annual Fee (Rs.)	Tuition and other Fee (Rs.)	Annual Session Fee (Rs.)
1.	General Degree College (Arts/ Commerce - 5 subjects/ Law)	200 in Arts or Commerce with Hons.	Rs. 17.3 lakh approx./200=Rs. 8600 p.a. (Total fee income should be 10% above Rs. 15.7 lakh p.a.)	Tuition Fee 500 p.m.	Library Fee – 500 Development Fee – 1000 admission Fee – 500 Misc. Charges* - 600 Total- 2600

2.	General Degree College (Arts / Commerce/Law/ Science with 3 science depts.)	200 in Arts or Commerce and 90 in Science with 30 students in each Hons. Subject.	Rs. 26.3 lakh / 290 = Rs. 9050 p.a. (approx. on the average) (Total fee income should be % above Rs. 23.9 Lakh i.e. Rs. 26.3 lakh p.a.)	Arts, Commerce, science: Tuition Fee: 500 p.m.	Library Fee – 500 Development Fee – 1000 Admission Fee – 500 Misc. Charges * - 600 Total – 2600 <u>For Science, in addition to above:</u> Laboratory Fee: 1500 p.a. Total – 3100
3	Teacher Education College offering B.Ed. (for 100 students)	100 (as per NCTE norm)	Rs. 20 lakh / 100 = Rs. 20000 p.a. (Total fee income should be Rs. 18 lakh + 10% p.a.)	B.Ed: Tuition fee: 1250 p.m.	Library Fee – 500 development Fee – 2000 admission Fee – 1000 Misc. Charges * - 1500

* Miscellaneous charges include examination fees, electricity – charges, Game fee, Magazine fee etc.

- i) If the staff are paid other allowances like DA, HRA, Medical allowance etc., the fees to be charged shall be about 60% higher than the estimates.
- ii) Poor and meritorious students shall be given concession of fees as per state govt. orders.
- iii) any deviation from the fee structure given above shall require prior consent of the university.

9. Procedure for affiliation: —

- i) The applicant body shall submit application to the university expressing intention to establish a self-financed college giving an outline of the proposal. The NOC shall be issued by the university within 15 days subject to scrutiny of the application by a committee to be constituted by the Vice-Chancellor.
- ii) The applicant body shall then submit application to the West Bengal State Council of Higher Education in the manner as may be prescribed for establishment of a privately managed self-financed college and asking permission/NOC of the Council.
- iii) On receipt of the permission/NOC of the Council, the applicant body shall apply in the Prescribed Application Form (Annexed) to the University with an application fee of Rs. 10,000/- along with all supporting documents as required in these Regulations and as may be prescribed in the Form for affiliation of the College.
- iv) On receipt of the application complete in all respects, an Inspection Team shall be constituted by the Vice-Chancellor. The Inspection Team shall submit its report to the Vice-Chancellor within 7 days of visit and the Executive Council shall decide about accepting or rejecting the proposal within 60 days of receiving the report.

If the university decides to grant affiliation, necessary intimation shall be sent to the applicant to create requisite fixed deposit within 30 days from the date of receipt of the letter by the applicant body. Once the requisite fixed deposit is created, provisional affiliation valid for one year shall be issued to the applicant within 15 days of creation of fixed deposit.

10. Duration of affiliation: —

Provisional affiliation shall be granted ordinarily for 1 year which may be extended annually subject to inspection by the university. Permanent affiliation shall be granted only after satisfactory completion of minimum 3 years subject to the condition that the college starts operating from its own building and fulfills all other terms and conditions.

11. **Procedure of admission:** As per university Regulations prescribed separately.

12. **Fees to be paid for affiliation to the University:** As per University Regulations prescribed separately.

13. **Library:** The Library, to start with, should have stacking space for a minimum of 3000 required text books. A hall measuring about 150 sq.m. may serve the purpose of stacking and reading room. The institute should have minimum 75 titles in each subject, initial total of titles being not less than 1200. There should be addition of at least 120 books each year and a minimum of 15 journals/periodicals (both Indian and Foreign) should be subscribed.

14. Monitoring Committee of the University:

There shall be a Monitoring Committee with the following members for general supervision and academic control of the college:

Deans of the Faculty Councils for P.G. Studies in Arts, Commerce & Law/Science, Registrar (Convener), Controller of Examinations, Inspector of Colleges, Finance Officer, two nominees of the College(s) and two nominees of the Executive Council.

15. The monitoring Committee shall meet at least once in three months. Recommendations of the monitoring Committee shall be placed before the Executive Council.

16. In cases of non-compliance of the terms & conditions as stated in these Regulations, the affiliation of the college may be withdrawn on recommendation of the monitoring Committee.

17. In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue orders not inconsistent with the Act/Statutes/Ordinances.

(This came into force on 16.1.04 and includes amendment dated 16.12.04)

**PROPOSAL FOR ESTABLISHMENT OF PRIVATELY MANAGED SELF-FINANCED
COLLEGES UNDER AFFILIATION OF THE UNIVERSITY**

APPLICATION FROM

1. Name of the proposed college:
2. Address & location: (District, Subdivision, Block and Police Station, Panchayat/Municipality/ Corporation):
3. Mode of communication (nearest rly. stn., bus route etc. Attach a sketch map of the location showing site for the college):
4. Name of the Society/Trust with documents like deed, registration no. etc. vide clause 3 of the regulations:
5. Land on which the college has been or will be constructed with deed etc. vide clause 4(i) of the regulations:
6. Rental Agreement vide para-2 of clause 4(ii) of the regulations:
7. Building for the college vide clause 4(ii) of the regulations:
8. Fund position vide clause 4 (ii) of the regulations:
9. Courses and subjects proposed to be taught:
10. Staff position and their remuneration vide clause 5 & 6 of the regulations:
11. Composition of Governing Body vide clause 7 of the regulations:
12. Fee structure vide clause 8 of the regulations:
13. Library vide clause 9 of the regulations:
14. Any other information in support of credentials of the society/Trust:

Signature of competent official of Society / Trust

**REGULATIONS RELATING TO SELF – INSPECTION OF EVALUATED ANSWER SCRIPTS
BY THE STUDENTS UNDER R.T.I. ACT, 2005**

These regulations shall be called the regulations relating to self – inspection of evaluated answer scripts by the students under R.T.I. Act, 2005.

1. The evaluated answer scripts of all examinations shall be preserved / stored for a period not exceeding 6 months from the date of publication of reassessment / PPS (Post Publication Scrutiny) results of the respective examination.
2. University shall entertain applications for self – inspections of answer script(s) by the students only under R.T.I. Act, 2005 within the period of 6 months as mentioned in clause 1.
3. Cost of information to be supplied by the University shall have to be borne by the Students.
4. The students shall have to pay Rs. 500/- (or charges as decided by the University) per answer script in cash to the University Cash Counter before inspecting the answer script.
5. No applications shall be considered by the University unless the application is accompanied by the prescribed fees or BPL Certificate under R.T.I. Act, 2005.
6. Answer script(s) which is/are under re-examinations / scrutiny shall not be made available to the concerned students for self – inspection.
7. No person other than the applicant shall be allowed to inspect the answer script.
8. The student shall not be allowed to copy any part of the answer script or write anything in the answer script(s) at the time of self – inspection. However, a photocopy of the answer script without disclosing the identity of the examiners shall be supplied on payment of Re. 1 per page (or charges as decided by the University) if such request is made by the student.
9. The student shall be allowed to spend, maximum 30 minutes per script for inspecting the answer script.
10. The student shall produce his/her Identity Card, Original Marksheet, Admit Card etc. before inspecting the answer script to the concerned officer.
11. The student shall not ask anything about the marks awarded to him/her to the concerned officer but he/she may submit his/her queries in writing to the officer concerned.
12. The student shall submit a letter to the officer concerned to the effect that he/she has seen the answer script(s) provided by this office as sought by him/her.
13. The University shall entertain only the specific claim for redressal of grievance of the concerned students / examinees arising out of self – inspection under R.T.I. Act, 2005 relating to evaluation of answer scripts on payment of Rs. 1000/- (Rupees One Thousand) only per answer script.
14. Specific claim for clause 13 shall only mean the Complaint / Prayer which bears significant reason such as error / mistake occurred in grand total, tabulation box, and non – awarding of marks against any question.

REGULATIONS RELATING TO DOCTOR OF PHILOSOPHY (Ph. D.) (AMENDED) IN THE FACULTY OF ARTS, COMMERCE & LAW, OF SCIENCE AND OF TECHNOLOGY

1. These regulations shall be called the Regulations relating to Doctor of Philosophy (Ph.D.) in the Faculty of Arts, Commerce & Law, of Science and of Technology.

2. Eligibility

Any Master of Arts, Commerce, Law, Science, Engineering, Technology, Pharmacy of any other discipline of the University of North Bengal or of any other University whose degree has been recognized by this University on the basis of the list prepared by the Equivalence Committee of the University from time to time is eligible to subject (to be determined by the equivalence Committee).

Foreign students will be required to produce clearance from the Government of India and / or other appropriate authorities, Admission into the Ph.D. Programme may be granted only to such foreign nationals who have obtained a research visa.

3. Admission

- (a) The University shall issue an announcement in major national dailies and on the University website regarding the entrance test to be conducted for admission to the Ph.D. programme, indicating the total number of Ph.D. students to be taken in each particular subject. The entrance test of total 100 marks and of two hours duration shall be conducted by the respective Departments / Centres. A score of 40% of the total marks shall be the qualifying marks of the written test.
- (b) While granting admission to a Ph. D. Student, the Department concerned shall pay due attention to the National / State Level reservation policy.
- (c) Candidates who have cleared the course- work as per UGC guidelines may apply directly for Registration under the Ph. D. programme of this University, subject to availability of seats.
- (d) During course-work, a candidate shall be required to attend at least 75% of the classes offered in the Department / Centre concerned.
- (e) The entrance test of one hundred marks [40 marks for short answer type of questions and 60 marks for broad answer type of questions from the P.G. Level Syllabus] will be arranged by the Department / Centre for the Ph.D. programme of [2011-2012] and onwards.
- (f) Selection Committee for the purpose of Viva as required by the Ordinances relating to Ph.D (Clause-4.b) shall consist of the Head of the Department and all the Faculty members of the concerned Department.
- (g) The Fee structure of the Ph.D programme shall be prescribed by the Finance Committee on the recommendation of the Faculty Council for P.G. studies in Arts, Commerce & Law, in Science and in Technology.
- (h) Applications for admission to Ph.D programme in various disciplines shall be screened by a committee consisting of the Head of the Department, Registrar and one Teacher of the respective Departments, to be nominated by the Departmental Committee.

4. Academic organization

- i) The Ph. D course work (and the M. Phil 1st semester course to be conducted simultaneously) shall be administered by a Department / Centre through a Ph.D course work Committee. The Dean of

the Faculty Council and the Head of the Department concerned shall act as Chairman and Vice – Chairman of the Committee, respectively. The Head of the Department shall also be the convenor of the committee. All teachers participating in the programme/ course work shall be the member of the committee.

- ii) The Ph. D. course work committee shall (a) make and amend from time to time the syllabus for course work including the system of evaluation for recommendation to the respective Faculty Councils and Board of Research Studies for approval, (b) assign courses to the teachers concerned of the Department/ Centre(s) / Sister Departments (c) make arrangement for evaluation of performances, appoint paper-setters / examiners / scrutinizers / moderators / etc. with the approval of the Vice- Chancellor.

5. Examination

- i) In the Ph.D. course work there shall be a course on research methodology (Comprising qualitative, quantitative methods and computer application, etc.) and review of published research works. There shall be two papers, each of 100 marks or as divided into suitable halves/ parts. The durations of examination shall be 2 hours for a half of 50 marks or less, and 4 hours for a paper of 100 marks.
- ii) There shall be a term- end examination at the end of the semester of six months duration.
- iii) The evaluation of the students shall be based on their performances in the written examination and other continuing / internal evaluation, if any, as recommended by the M.Phil/ Ph. D. Course work Committee.
- iv) Teachers actually participating in the teaching shall ordinarily set questions and evaluate the answer scripts. The paper shall be moderated by a Board of Moderators with three members ordinarily from the teachers participating in the course with the approval of the Vice- Chancellor on the recommendation of the Ph.D. course work Committee. The evaluation for viva-voce/review work/ dissertation or any other internal evaluation, if any, (to be recommended by the Ph.D. course work Committee) shall be made by the examiners as recommended. The moderated question papers shall be sent by the Convenor of Ph.D. course work Committee to the Controller of Examinations in sealed covers for printing.
- v) In order to qualify in the Ph.D course work examination, a candidate shall have to obtain minimum 50% marks in each paper failing which the candidate shall be given two consecutive additional chances to appear in the term-end examination.
- vi) There shall be the following gradation in the Ph.D. course work
 - 75% marks and above.....A+
 - 65% to less than 75% marks.....A
 - 55% to less than 65% marks.....B+
 - 50% to less than 55% marks.....B
 - Less than 50%.....F
- vii) After evaluation of the scripts, all marks scored by the candidates will be placed before the Ph.D. course work Committee for consideration and acceptance. The results, after acceptance by the Ph.D. course work Committee, will be sent to the Controller of Examinations for publication.
- viii) The Controller of Examinations shall issue certificates to the successful candidates.

6. This regulation shall apply for conduct of 1st Semester M.Phil course and the rest of the M.Phil Course shall be administered by the Regulations relating to M.Phil Courses in Arts, Commerce and Science.
7. Application form for registration of candidate for Ph.D. Degree.
8. Besides these Regulations, the overall Ph.D. programme shall be governed by the Ordinances relating of Philosophy (Ph.D.) in the Faculty of Arts, Commerce & Law, Science and Technology.
9. Ph.D. Scholars, who fail in not more than two papers including practical/viva voce, shall be allowed to appear in a supplementary examination in the failed papers in the immediately following examination of the same standard.
10. In case of any doubt or ambiguity relating to interpretation of these Regulations and in any case not covered these Regulations, the opinion of the Vice-Chancellor shall be final, subject to the provisions of the Act, Statute and ordinances of the University of North Bengal.

**REGULATIONS FOR 2 YEARS B.Ed. COURSE UNDER THE UNIVERSITY OF NORTH
BENGAL FOLLOWING NCTE REGULATIONS, 2014**

1. Short Title and commencement:

These regulations shall be called the Regulations for the B. Ed. Programme and shall come into force with immediate effect.

2. Unless the context otherwise requires, words and expressions used in these regulations shall be interpreted to be have same meaning as they have in Act, Statues and Ordinances

3. Eligibility criteria for B.Ed. Admission: Any candidate who has obtained 50% marks in Bachelor Degree/Master's Degree in Science/Social Science/Humanities or Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks are eligible for admission in B.Ed. Programme. Admission to the B.Ed. Programme shall be based on the guidelines prescribed by the NCTE Regulations, 2014 (published in The Gazette of India: Extraordinary, Part-III, Sec-4, dated 01.12.2014), relevant orders issued by the Government of West Bengal from time to time and as approved by the authority concerned of the University.

4. I) Duration of the course: a) The duration of tins programme is of two academic years consisting of four semesters. The academic year shall commence from July of every year. Each semester is of 6 months durations.

b) Curricula work leading to the B.Ed. Programme shall spread over four semesters in two years with the term-end-examination at the end of each semester.

c) The 2nd to 4th semester classes will begin ordinarily within 21 days after the completion of the previous semester examination i.e. 1st to 3rd semester.

II) Working Days

a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.

b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.

c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

5. Evaluation:

The system of evaluation shall be based on

i. Written examination (course work): Theory papers as per syllabus (Marks- 1000, Credit-40)

ii. Continuing evaluation:

(a) Internship (Practice Teaching/Final teaching) (Marks-350, Credit-14)

(b) Engagement with field (field work as per syllabus) (Marks-650, Credit-26)

The assignments shall have to be completed before the written examination. The respective assignments shall be evaluated by the internal and external examiners recommended by Board of Studies.

At the end of the Internship/ Practice teaching, the assignments or practice teaching notes will be evaluated by both external and internal examiner.

a) The written examination:

The question for each course shall ordinarily be divided into three types:

1. Essay type/Long answer types
2. Short answer types
3. Objective types

The Controller of Examination shall arrange to deliver the relevant papers related to the result in a sealed cover to the Chairman of the respective undergraduate Board of Studies in Education.

The undergraduate Board of Studies in Education shall:

- i. Look after the timely publication of results, probe into the reasons for delay in the publication of results, if any, and suggest appropriate remedial measures thereof.
- ii. Review the results and suggest remedial measures for maintaining uniform scale as far as practicable in the assessment of different papers.
- iii. Consider report from the pre-publication scrutinizer.

6. Grading System: Credit Based Grading System will be followed.

(a) Credit and Grade are as follows:

Marks obtained	Grade	Point (P)	Remarks
90 % and above	A	5	Excellent
80 % to below 90 %	B	4	Very Good
70 % to below 80 %	C	3	Good
60 % to below 70 %	D	2	Average
50 % to below 60 %	E	1	Fair
Below 50 %	F	0	Poor

(b) The results of a candidate will indicate the Grade Point Average (GPA) earned by a candidate in a Semester Examination and the Cumulative Grade Point Average (CGPA) of all subsequent Semesters on a 5 point scale in which

Grade point = Credit X Point = C X P

$\sum C \times P$

GPA = ----- = (Sum of Grade Points) ÷ (Total Credit)

$\sum C$

The CGPA of Semester Examinations is computed as follows:

\sum Grade Points

CGPA = ----- of Semesters

\sum Credits

= \sum (Grade Points of Semesters) \div \sum (Credit Points of Semesters)

Example:

Course No	Total Marks of Theory Internal/Assignment/ Practicum/Sessionals	% of Marks	Grade	Point (P)	Credit (C)	Grade Point (CXP)
01	85	85	B	4	5	20
02	68	68	D	2	5	10
03	60	80	B	4	4	16
04	60	80	B	4	4	16
05	32	64	D	2	2	4
Total					20	66

SGPA = $66/20 = 3.3$

Final Result:

Semester	Credit	Grade Point
I	20	66
II	20	70
III	20	64
IV	20	65
Total	80	265

CGPA = $265/80 = 3.31$

7. Examination Policy:

(i) a. Pattern of questions for theoretical Examination: (for 50 marks)

2 marks X 5 objective type questions (out of 7) = 10 marks

5 marks X 6 short type / short note questions (out of 8) = 30 marks

10 marks X 1 Essay type questions (out of 3) = 10 marks

b. Pattern of questions for theoretical Examination: (for 25 marks)

2 marks X 5 objective type questions (out of 7) = 10 marks

5 marks X 3 short type / short note questions (out of 5) = 15 marks

c. The semester I/ III examination will be conducted in the month of December and semester examination II / IV shall be conducted in the month of June of the year.

(ii) a. A candidate will not be allowed to appear at any semester examination (theoretical and

practical) if he / she fails to attain attendance as per clause 4 (ii) (c)

b. A candidate shall have to secure 50 % marks separately in each course Grade B in the theory paper / practicum / viva (in each module) separately.

c. A candidate who fails to secure 50% marks in more than two courses in a semester shall be declared as failed in that semester.

d. A candidate if failed in a particular semester shall have to appear the whole semester. In case the candidate passes in practicum/ viva-voce in any Semester examination then his/ her practicum/ viva-voce marks may be carried forward.

e. A student who earns Grade F i.e less than 50 % in not more than two papers will be allowed to continue in the immediate next semester and the papers in which the candidate earns Grade 'F' shall be treated as back papers.

f. The back papers of a semester will have to be cleared in the examination of the same semester of the next academic session. The candidate will have two such additional chances to clear the back papers in the next two consecutive academic sessions in the examination of the particular semester. The candidate is not required to attend the classes corresponding to back papers.

g. For those students who fail to earn Grade B in all papers of a semester but is promoted to the next semester as per clause 7 (ii) (e), it would be necessary that the total back papers carried by the student exceed two at any stage, he/she will not be permitted to the next semester till his/her accumulated back paper become two or less, such student will get maximum two consecutive chances to clear those papers.

h. If a candidate remain absent in any course 9s) of any of the semester examinations shall attain 'Zero' credit.

i. Notwithstanding anything stated elsewhere, a student shall complete all requirements to qualify for B.Ed. degree within four academic sessions of admission.

A student who fails to clear all the papers of the B.Ed. course within the allowed chances, will not be permitted to purpose the course and will be declared to have failed.

j. If any candidate does not enroll himself for appearing at any Semester examination he/she shall be deemed to have lost one chance.

8. School Internship:

i) Student teachers will choose one method subject.

ii) The student-teachers will be sent for internship in different schools for a period of 16 weeks in the third semester.

iii) During the period of internship Teacher-trainees will have to take at least one lesson per day (as assigned by the school authorities) and have to submit 50 lesson plans at the end of the period of internship. (Lesson notes must be pre approved by the subject teacher and endorsed by the head of the school/ institution).

iv) Teacher-trainees will have to perform both scholastic and co-scholastic duties as assigned by the school authorities.

v) In 3rd Semester 150 marks to be awarded by University appointed External Examiner.

vi) Internal Evaluation 150 marks (Method teacher-100, Principal/ Head of the Dept. -50)

9. Eligibility for appearing semester exams:

A candidate is eligible for filling in of forms of 4th semester examination candidate should complete 16 weeks of internship programme with minimum attendance as per clause 4(ii) (c). Submission of all the components of internal assessment (assignments, projects etc.) is the essential precondition for appearing semester end examinations under normal circumstances.

10. Provisional promotion to the next semester:

The student will provisionally be promoted to the next semester immediately after completion of one semester examination but will be reverted to previous semester after publication of the result, if he/she does not fulfill the condition of promotion.

11. Rules for Review:

a) Candidates seeking review may apply to the Institution in a prescribed form along with requisite fees within 7 working days from the date of issue of mark-sheet subject to the following conditions:

b) Application for review shall be restricted to theoretical papers only, and no application for re-examination in any practical / oral / internal assessment / dissertation / project / seminar / field work, etc., shall be entertained.

c) A candidate shall be eligible to opt for the review his/her answer scripts in not more than one full paper or not more than two half papers of a semester if he secures at least 40 % of the total marks in remaining papers/half papers of that semester.

d) Marks secured by the candidate after review shall be considered as final result of the candidate. However if the reviewed marks differ from the original marks by 15 % the scripts shall be referred to a third examiner for fresh assessment. In such case, nearest of two marks shall be taken into account.

12. Direction by Vice-Chancellor

In any case not covered by these Ordinance or in case of any difficulty whatsoever in respect of B.Ed. courses/ Examinations, the Vice-Chancellor shall have the power to give necessary directions, subject to the provisions of the North Bengal University Act, 1981 (West Ben. Act XXV of 1981) and the statutes and the ordinances made there under.

REGULATIONS RELATING TO CONDUCT OF EXAMINATIONS OF BACHELOR OF PHYSICAL EDUCATION (B.P.Ed) PROGRAM UNDER SEMESTER SYSTEM (1+1+1+1) WITH EFFECT FROM 2015-17 SESSION

1. In all there will shall be 17 (Seventeen) theoretical papers. Total distribution of marks for B.P.ED Course under four semester will be as follows:

Semester	Theory Course	Practical Course	Teaching Practice	Total
I	04 Papers=300 marks	200 marks	-----	500 marks
II	04 Papers=400 marks	150 marks	-----	550 marks
III	04 Papers=400 marks	-----	200	600 marks
IV	05 Papers=400 marks	150 marks	-----	550 marks
Total	17 Papers=1500 marks	500 marks	200	2200 marks

2. The candidates will be evaluated out of 2200 marks (Semester I,II,III,IV) including theory course practical and teaching practice.
3. Each candidate appearing in the B.P.Ed examination shall submit the examination form duly filled in along with the prescribed fees within stipulated time period before each semester.

Condonation Student must have 80% of attendance in theory and 90% attendance in practicals in each course for appearing the examination. Students who have 79% to 65% of attendance shall apply for

Condonation in the prescribed form with the prescribed fee. Students who have 64% to 50% of attendance shall apply for Condonation in prescribed form with the prescribed fee along with the Medical Certificate / any other certificate with reasonable ground. Students who have below 50% of attendance are not eligible to appear for the examination.

In addition to the above clause, for B.P.Ed to be eligible for filling up forms of 4th Semester examination candidate should 16 weeks of internship program (School and Internal).

Submission of all the components of Internal Assessment (Assignments, Projects etc) is the essential pre condition for appearing in semester examinations under normal circumstances.

4. Examinations

(i) There shall be examinations at the end of each semester, for 1st Semester in the month of November/December for Second Semester in the month of May/June. A Candidate who does not obtain pass marks in the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in November/December or May/June.

(ii) A Candidate should get enrolled/registered for the 1st Semester examination. If enrollment/registration is not possible owing to shortages of attendance beyond condonation and rules prescribed or belated program on medical grounds, the candidate will not be permitted to proceed to the next semester. Such Candidates shall redo the semester in the subsequent term of that semester as a regular student. However, a student of 1st Semester shall be admitted in the 2nd semester if he/she has successfully kept the term in the 1st Semester.

5. A Candidate shall be allowed to write in Bengali or English language in the University Examinations.
6. If a Candidate after completion of regular course of study in any of the semester fails to enroll as a candidate to present him/her in the examination or appears but fails to complete the respective semester examination due to any reason he/she will have a chance to appear in the same examination in the following semester.

7. To pass a particular semester examination, a candidate must secure at least 40% marks in the theory course for CIA and EXTERNAL EXAMINATION AND 50% MARKS FOR THE PRACTICAL COURSE.
8. If a Candidate fails to secure 50% marks in any of the theory course or 50% marks in any of the practical course in a semester he/she will have to appear in the respective theory and practical course along with the following semester examination.
9. If a Candidate fails to secure 50% marks in the Teaching Practice he/she will have one chance to qualify the same.
10. Questions to be set in Bengali and in English version as well.
11. A Candidate shall be permitted to complete the programme requirements with a maximum of 3 years from the date of admission to the programme.
12. A Candidate of either semester shall be allowed to attend classes of following semester if he/she does not have 2 back papers in either in theory, practical course of Teaching Practice.
13. Format of Question papers for 4 units. Each question paper shall have 5 questions and the patterns are as follows:

Question No.	Description	Marks
1	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 1)	15
2	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 2)	15
3	Answer in detail (Long question) Or Answer in detail (Long question) (from Unit 3)	15
4	Write short notes : Any two out of four (From Unit 4)	15
5	M.C.Q. type questions (10 out of 12 questions) (Three questions from each unit)	10
	Total	70

14. (a) Each theory paper will be set by two examiners and one of them will act as a examiner.
- (b) For evaluation of practical course and teaching practice the external examiner be appointed in such a way that he/she does not represent the Home College or the Department.
- (c) Re-assessment system of answer to be exercised by the University .
- (d) For each theory, practical and Teaching Practice 30% marks are assigned for CIA and 70% marks for term end examination.
- (e) MAXIMUM NUMBER OF PRACTICAL ACTIVITIES IS TO BE PROVIDED/TAUGHT TO THE STUDENTS FOR THEIR GREATER INTEREST.OUT OF WHICH THE STUDENTS WILL HAVE THE OPTION TO SELECT THE ACTIVITY (IES) DURING EXAMINATION (INTERNAL AND EXTERNAL).
15. Spot evaluation procedures to be followed for examining the theory course in respective semester and the result for each semester is to be published before commencement of following semester.
16. Provision of awarding to (+01) grace mark for securing 1st class in the Final end Semester examination be rest upon the discretionary authority of the Honourable Vice Chancellor.

17. A Board of Studies for B.P.Ed shall be formed with 07 members (as per provision of the University Statuette). The Board of Studies shall recommend the panel of paper setters, examiners, moderators and head examiners and shall forward the same to the Honourable Vice Chancellor for approval.
18. The proposed curriculum for B.P.Ed programme as per NCET Regulations 2014 shall replace the existing content and structure of B.P.Ed course.
19. Notwithstanding anything covered in the above regulations, Honourable Vice Chancellor shall have the authority to exercise his discretionary power from time to time.

DURATION OF THE COURSE

Bachelor of Physical Education (B.P.Ed) is a professional programme of to academic year duration consisting of 4 Semesters choice based credit system (CBCS) Meant for preparing Teachers for Physical Education.

However, the students shall be permitted to complete the programme requirements within a maximum of 3 years from the date of admission to the programme.

INTAKE As per NCET norms and standards

ELIGIBILITY CRITERIA

As per NCET norms and regulations which has been notified in the Gazette.

ADMISSION PROCEDURE

1. Physical Fitness Test -5 (Five) test items 10x5=50 marks
 from AAHPERD Youth Fitness Test
 (50 Yard Dash, 600 Yard Run & Walk, Standing
 Broad Jump, Shuttle Run & Bent Knee Sit Ups)
2. Knowledge Test – (Covering the syllabus of Physical Education) 15 marks
 (a) Multiple Choice Questions: 10 marks
 (b) Small Answer Type : 05 marks
 (Maximum 100 words)
3. Personality Test 05 marks
 (Knowledge about recent and past of the
 Country/State, Vocabulary and Expression)

The CBCS System

All programmes shall run on choice based credit system (CBCS). It is an instructional package developed to suit the needs of students, to keep pace with the developments in higher education and the quality assurance expected of it in the light of liberalization and globalization in higher education.

Course

The term course usually referred to as ‘papers’ is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise Lectures/tutorials/laboratory work/field work/outreach

activities/project work/vocational training/viva/seminars/term papers/assignments/presentations/self-study etc. or a combination of some of these.

Semesters

An academic year is divided into two semesters. Each semester will consist of 17-20 weeks of academic work equivalent to 100 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June including examination and evaluation. The institution shall work for a minimum of 36 working hours in a week (five or six days a week).

Credits

The term 'Credit' refers to a unit by which the programme is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or one and half/two hours of practical work/field work per week. The term 'Credit' refers to the weight given to a course, usually in relation to the instructional hours assigned to it. The total minimum credits, required for completing a B.P.Ed. programme is 88 credits (Theory, Practical, Class, Teaching & Internship).

Provision of Bonus Credits (Maximum 06 Credits in each Semester)

Sr.No.	Specail Credits for Extra Co-curricular Activities	Credit
1	Sports Achievement at State level Competition (Medal Winner)	1
	Sports Achievement at National level Competition (Medal Winner)	2
	Sports participation (International level Competition)	4
2	Inter University Participation (Any one game)	2
3	Inter College Participation (min. two game)	1
4	National Cadet Corps/National Service Scheme	2
5	Blood Donation/Cleanliness drive/Community services	2
6	Mountaineering –Basic Camp, Advance Camp/Adventure Activities	2
7	Organization/Officiating-State/National level in any two game	2
8	News Reporting/Article Writing/Book Writing/Progress Report Writing	1
9	Research Project	4

Students can earn maximum 06 Bonus credits in each semester by his/her participation in the above mentioned activities duly certified by the Head of the institution/Department. This Bonus credit will be used only to compensate loss of credits in academic activities.

Examinations:

- (i) There shall be examinations at the end of each semester, for first semester in the month of November/December: second semester in the month of May/June. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations to be held in December or June.
- (ii) A candidate should get enrolled/registered for the first semester examination. If enrolment /registration is not possible owing to shortage of attendance beyond condonation limit/rules prescribed OR belated joining OR on medical grounds, such candidates are not permitted to proceed to the next semester. Such candidates shall rejoin in the semester in the subsequent term of that semester as a regular student; however, a student of first semester shall be admitted in the second semester, if he/she has successfully kept the term in the first semester.

Pattern of Question Papers

Question Papers shall have five questions corresponding to four units of each theory course.

B.P.Ed. Format of Question Paper for 4 units

Each question paper shall have five questions. The pattern will be as follows:

Question No.	Description	Marks
1	Answer in detail (Long Question) or Answer in detail (Long Question) (Form Unit 1)	15
2	Answer in detail (Long Question) or Answer in detail (Long Question) (Form Unit 2)	15
3	Answer in detail (Long Question) or Answer in detail (Long Question) (Form Unit 3)	15
4	Write short notes : any two out of four (Form Unit 4)	15
5	M.C.Q Type Questions (10 out of 12 Que) (3 Questions from each unit)	10
	Total	70

Evaluation

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade point. Evaluation for each course shall be done by a continuous internal assessment (CIA) by the concerned course teacher as well as by end semester examination and will be consolidated at the end of course. The components for continuous internal assessment are:

One Test	15 Marks
Seminar/Quiz	5 Marks
Assignments	5 Marks
Attendance	5 Marks
Total	30 Marks

Attendance shall be taken as a component of continuous assessment. In addition to continuous evaluation component, the end semester examination, which will be written type examination of at least 3 hours duration for full paper (70 marks) and 2 hours for half paper (35 marks), would also form an integral component of the evaluation. The ration of marks to be allotted to continuous internal assessment and to end semester examination is 30:70. In case of practical activity evaluation will be made by the internal and external examiners equally and the ration will be fixed at 50:50 i.e. for an activity of 50 marks Internal: 25 marks and External: 25 marks. The evaluation of practical work, wherever applicable, will also be base on continuous internal assessment and on an end-semester practical examination.

Minimum Passing Standard

The minimum passing standard in case of theory and practical papers for CIA (Continuous Internal Assessment) and External Examinations shall be 40%, i.e. 12 marks out of 30 marks and 28 marks out of 70 marks respectively for theory courses. The minimum passing for both CIA & external examination shall be 50%, I.e. 14 marks out of 30 and 35 marks out of 70 marks for the practical courses.

Grading System

Once the marks of the CIA (Continues Internal Assessment) and SEA (Semester End Assessment) for each of the course are available, both (CIA and SEA) will be added. The marks thus obtained for each of the courses will then be graded from the first semester onwards The average performance within any semester from the first semester is indicated by Semester Grade Point Average (SGPA) while continuous performance (including the performance of the previous semesters also) starting from the

first semester is indicated by Cumulative Grade Point Average (CGPA). These two are calculated by the following formula:

$$\begin{aligned}
 & \sum_{i=1}^n C_i G_i \\
 \text{SGPA} &= \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i} \\
 & \sum_{j=1}^N \text{SGPA}_j \\
 \text{CGPA} &= \frac{\sum_{j=1}^N \text{SGPA}_j}{N}
 \end{aligned}$$

Where C_i is the Credit earned for the course in any semester; G_i is the Grade point obtained by the student for the course i and n number of courses obtained in that semester; SGPA is SGPA of semester j an N number of semesters. Thus CGPA is average of SGPA of all the semesters starting from the first semester to the current semester.

Classification of Final Results

For the purpose of declaring a candidate to have qualified for the Degree of Bachelor of Physical Education in the First class / Second class / Pass class, the marks and the corresponding CGPA earned by the candidate should score First / Second Class separately in both the grand total and end Semester (External) examinations.

Award of the B.P.Ed. Degree

A candidate shall be eligible for the award of the degree of the B.P.Ed. only if he/ she has earned the minimum required credit including Bonus Credits of the programme prescribed above.

Letter Grades and Grade Points

- i. Two methods-relative grading or absolute grading – have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students in the course and the grade are awarded based on a cut-off mark or percentile. Under the absolute grading, the marks are converted to grades based on predetermined class intervals. To implement the following grading system, the colleges and universities can use any one of the above methods.
- ii. The grades for each course would be decided on the basis of the percentage marks obtained at the end-semester external and internal examinations as per following table:

Grade Conversion Table (GCT)

Six point grading system for evaluation will be adopted as per the following table:

Percentage	Grade Point	Letter Grade	Description
90-100	5	A	Excellent
80-89.99	4	B	Very Good
70-79.99	3	C	Good
60-69.99	2	D	Average
50-59.99	1	E	Fair
Below 50	0	F	Failed

Note:

- (1) SGPA is calculated only if the candidate passes in all the courses i.e. get minimum E Grade in all the courses.
- (2) CGPA is calculated only when the candidate passes in all the courses of all the previous and current semesters.
- (3) The cumulative grade point average will be calculated as the average of the SGPA of all the semesters continuously, as shown above.
- (4) For the award of the class, CGPA shall be calculated on the basis of
 - a) Marks of each Semester End Assessment
 - b) Marks of each Semester Continuous Internal Assessment of each course.

The final Class for B.P.Ed. Degree shall be awarded on the basis of last CGPA (grade) from all the four semester examinations.

Grievance Redressal Committee:

The college/ department shall form a Grievance Redressal Committee for each course in each college/department with the course teacher / Principal / Director and the HOD of the faculty as the members. This Committee shall solve all grievances of the students.

Revision of Syllabi:

1. Syllabi of every course should be revised according to the NCTE.
2. Revised Syllabi of each semester should be implemented in a sequential way.
3. In the courses, where units / topics related to governmental provisions, regulations or laws, that change to accommodate the latest developments, changes or corrections are to be made consequentially as recommended by the Academic Council.
4. All formalities for revisions in the syllabi should be completed before the end of the semester for implementation of the revised syllabi in the next academic year.

**REGULATIONS RELATING TO ONE (1) YEAR 2 SEMESTER BACHELOR
IN LIBRARY & INFORMATION SCIENCE (BLIS)**

1. Curricular work

A. The academic programme to be pursued during the course will be as follows.

- a) 10 Theoretical Papers
- b) 3 Practical papers
- c) 5 Tutorial papers
- d) Seminar
- e) Viva voce

B. Each Theoretical, Practical, Tutorial paper, Seminar, Viva Voce will carry “CREDIT” according to the number of hours devoted per week as indicated in the following table.

Paper	No of hours/ week	Credit assigned
Theoretical	3	3
Tutorial	1	1
Practical	2	2
Seminar	---	2
Library Survey	---	1

C. 3 lecture hours and 1 tutorial hour per week shall be allotted to each theoretical paper of 100 marks. 2 lecture hours and 1 tutorial hour per week shall be allotted to each theoretical paper of 50 marks. 4 contact hours per week shall be allotted to each practical paper of 50 marks (4 credits). The total credit to be earned to complete the BLIS course will be 40.

2. Evaluation

The system of evaluation shall be based on (a) written examination, (b) continuing evaluation and (c) practical examination wherever applicable.

For the purpose of continuing evaluation, the assignments with 25% of the total marks (unless otherwise prescribed by the Faculty Council) shall be the following :-

1. Seminar.
2. Group discussion.
3. Tutorials/Class-test.
4. Term paper
5. Review work.
6. Small research project.
7. Design and / or Fabrication of instrument.
8. Development of methodology.
9. Case studies.
10. Comprehensive Viva-voce.
11. Institutional/Field training and studies.

Any other form as may be approved by the Faculty Council for post-graduate studies concerned.

The assignments as mentioned above except the comprehensive viva-voce shall have to be completed before the written examinations. The respective Boards of Studies shall select at least two assignments from amongst the list of items given above.

- (a) In case of Term Papers, Reviews, Project Reports and other assignments referred to in serial numbers 4,5,6,7,8,9,11, the responsibility of assignments shall ordinarily be given to one of the teachers but assessment shall be made by the Board consisting of at least two teachers including the supervisor from within the department or other University/ Institution, possessing knowledge of the field concerned.
- (b) In case of comprehensive viva-voce, the teachers of the department, and ordinarily one expert recommended by the Board of studies shall constitute the Board.
- (c) Two copies of seminar paper/ term paper shall have to be submitted by student at the time of presentation.

Similar copies of term paper, research report and similar assignments shall be submitted ordinarily one week before the commencement of the Seminar/Project evaluation. Failure to comply with the date of submission shall be treated as absence in that examination.

The marks obtained in the Term paper, seminar paper, Group discussion, Research report and similar assignments shall be separately indicated in the mark sheet along with the marks obtained in the written and practical examination.

Respective P.G. Board of Studies shall decide evaluation systems for tutorials/Class tests.

1. Examinations:

- a. The examinations for the BLIS course shall at the end of each semester (ESA). At the end of each semester, an examination of the papers covered in that semester will be held. The schedule of a semester examination and the credits to be earned will be according to the course structure given in the syllabus.
- b. In any semester, the study break between the completion of regular classes and the commencement of semester examination will generally be a maximum of seven(7) Calendar days. A student earns the credit assigned to a paper when she/he passes in that paper according to the criteria stated below.
- c. A candidate shall be eligible for appearing at any of the examinations provided she/he prosecutes a regular course of studies in the Department of Library and Information Science and attends at least 75% of the total number of theoretical classes (including tutorial) and practical classes (including supporting theoretical classes, if any) separately held during the semester.
- d. Each theoretical paper shall be of 100 marks, comprising 15 marks for Teacher’s Assessment (TA), 10 marks for class test (CT) and 75 marks in End Semester Examination (ESE). Ta and CT put together will form the sessional component of the marks.
- e. Teacher’s assessment will be divided ordinarily in to three components – Attendance (5 marks), Group discussion (5 marks) and Tutorial (5 marks). Marks of each class test will be awarded by conduction two tests. Marks for attendance will be divided as :

Attendance	Marks
75%	1
>=75%<85%	2
>=85%<90%	3
>=90%<95%	4
>=95%	5

- f. Duration of end semester examination of a theoretical paper carrying 4 credits will be of 3-hour duration.

- g. Theoretical papers shall ordinarily be set by internal examiners only.
- h. Theoretical scripts shall be ordinarily be examined by internal examiners.
- i. The performance of a student in a paper (theory/practical), tutorial and project/study report will be evaluated on the basis of marks (TA+CA+ESE) secured in each subject in terms of a letter ‘G’ (Grade) and ‘GP’ (Grade point) earned by the student. The equivalence between Grade, Grade point and the percent of marks (out of notional full marks) is tabulated below.

Percentage of Marks	Grade	Grade Point
>=90%	0	10
>=80%<90%	E	9
>=70%<80	A+	8
>=60%<70%	A	7
>=55%<60%	B+	6
>=50%<55%	B	5.5
>=40%<50%	C	5
>=30%<40%	D	4
<30%	F	0

Grade ‘F’ also implies failure to earn the corresponding credit. Grades higher than ‘F’ and Grade Points greater than 0 indicate successful clearing of a subject which will ensure earning of the corresponding Grade Point (P) and the Credit (C) assigned to that unit.

Each subject/paper will carry credit according to the number of hours devoted per week and obtained by the following calculations:

$$\text{Credit (C)} = [L + (T + P) / 2]$$

Where, L=Theoretical Hours, T=Tutorial Hours, P=Practical Hours

- j. In any paper/subject, if a student is unable to secure a grade higher than ‘F’ that is grade point greater than zero; she/she fails to earn any ‘credit’ assigned to that paper/subject.
- k. The overall performance of a candidate in a particular semester examination (jth, j=1, 2), who earn all the credit of that semester in one chance, will be assessed by the Semester Grade Point Average (SGPA) ‘S’ to be computed as

$$\text{SGPA } [S^{(j)}] = \sum P_i^{(j)} C_i^{(j)} / \sum C_i^{(j)}$$

Where summations are over the Grade points and Credits earned in the examination of the jth Semester. C_i may be the credit associated with a Theoretical or a tutorial or a practical paper or project work and P_i is the corresponding grade points earned in the jth semester.

- l. On completion of the BLIS Course the overall performance of a candidate will be assessed by the ‘Cumulative Grade Point Average’ (CGPA) to be computed from

$$\text{CGPA} = \sum S^{(j)} C^{(j)} / \sum C^{(j)}$$

For a student who earns all the credits of the course in single chance; and from

$$\text{CGPA} = \sum [P_k C_k] / 40$$

For a student who completes the BLIS course in more than two semesters as per regulations, where P_k is the grade point earned in a unit carrying C_k credits the summation is over all the papers of the BLIS course.

- m. Each candidate shall have to submit seminar / project / dissertation report assigned to her/him ten days before commencement of semester examinations. The assessment of this paper shall be done by a Board of Examiners consisting of at least three examiners (ordinarily one shall be External Examiner).
 - n. The 2nd Semester classes will begin within ten (10) days after the completion of the previous semester Examinations.
 - o. A Student who earns at least 20 credits in a semester examination will be allowed to continue in the next semester.
 - p. If a student earns less than 20 credits in a semester examination, he/she will be deemed to have failed in that semester examination. The promotional status of the candidate will be shown as 'F' in the grade card meaning that the candidate has failed in the semester and is ineligible for promotion to the next higher semester and has to apply for readmission to the same semester next year.
 - q. The 'back' credits of a semester will have to be earned in the examination of the same semester of the next academic session. The candidate will have two such additional chances (a total of 3 chances) to earn the due credits in the next two consecutive academic sessions in the examinations of the particular semester. The candidate is not required to attend the classes corresponding to back credits.
 - r. For a student who fails to earn all the credits of a semester but gets promoted to the next semester by virtue of earning at least 20 credits, it would be necessary that the total 'back' credits of a student does not exceeds 8 and such students will not be permitted to pursue the course further. The promotional status of the candidate will be shown, as 'Q' in the grade card meaning the candidate is eligible for provisional promotion to the next semester with a pre condition that the backlogs have to be cleared in the subsequent two semesters.
 - s. In order to complete the BLIS course, a student will have to utilize all the allowed chances within two years or two consecutive academic sessions from the date of first admission. A student who fails to earn all the credits of the BLIS course within the allowed chances will not be permitted to pursue the course.
 - t. A students who fails in a semester examination, will not be allowed to continue in the next semester and will gave to revert to the same semester in the next academic session and will have two additional chances.
 - u. A candidate who remains absent in any paper(s), he /she will accumulate back credit in that paper(s).
 - v. A candidate who completes the BLIS course in more than 2 semesters or completes the BLIS course in 2 semesters with back papers will be deprived of his/her position in order of merit but will be awarded the CGPA she / he earns.
 - w. A Consolidated Grade Sheet, showing the combined results of 2 semester examinations of BLIS course will be issued to a candidate after he/she successfully earns all the credits of the course. Those who will complete the course in more than one year will gave to apply for the consolidated grade sheet by submitting attested copies of all her/his semester grade sheets.
- 2. A. Written examination :**
- a) The total marks for each test shall be divided into equally balance courses.
 - b) The questions for each course shall ordinarily be divided into three types:
 - I. Essay / long answer type / critical question type.

II. Short answer type/ problem oriented questions/ explanations.

III. Objective/ multiple-choice type.

- c) Candidates may apply for post-publication reassessment of all the papers/groups (theoretical only) of each semester on payment of fees to be prescribed by rules within ten days from the date of despatch of mark sheets from the office of the Controller of Examination.
- d) Ordinarily External experts to be recommended by the respective Board of post-graduate studies shall do the post-publication reassessment.
- e) All answer scripts (theoretical papers/ groups/ courses) shall be coded before evaluation.
- f) The Board of Studies shall recommend a panel of names to act as paper-setters, examiners, and moderators for written and practical examinations/ project work and examiners for post-publication reassessment. In addition, the Board shall recommend one or more teachers from the Department to act as scrutinizer (s).
- g) The Board of moderators, to be constituted for each semester, shall moderate the questions set by the paper-setters in order to ensure that the questions are in conformity with the stipulations mentioned in Ordinance 6(1) and 6(2) and that the students are required to answer questions of all types. Topics on which questions were set last year may also be considered for setting the question paper for the current year. The Board of moderators shall consist of the following members:

I. Head of the Department (Chairman).

II. Two external experts, for each Board.

III. Internal teachers to be recommended by the Board of post-graduate Studies.

Three members shall form the quorum.

If the Board of moderators feels that the questions have not covered the syllabus, the board may set questions from those parts that have not been covered.

REGULATIONS RELATING TO M.PHIL. AND PH.D. PROGRAMME
[FRAMED IN COMPLIANCE WITH THE UGC (MINIMUM STANDARDS AND
PROCEDURES FOR AWARD OF M.Phil. / Ph.D. DEGREES) REGULATIONS, 2016]

1. Short title, Application and Commencement:

- 1.1 These Regulations shall be called the **North Bengal University Regulations Relating to M.Phil. and Ph.D. programmes.**
- 1.2 They shall apply to all M.Phil. and Ph.D. programmes offered by the University of North Bengal.
- 1.3 They shall come into force with immediate effect.
- 1.4 Unless there is anything repugnant in the subject or context, words and expressions used in these regulations shall have the meaning, respectively assigned to them in the Acts, Statutes and Ordinances of the University.

2. Eligibility criteria for admission to the M.Phil. Programme:

- 2.1 Candidates for admission to the M.Phil. programme shall have a Master's Degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent in a point scale wherever grading system is followed, or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or Authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently abled, and other categories of candidates as per the decision of the University Grants Commission from time to time, or for those who had obtained their Master's degrees prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is Followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedure.

3. Eligibility criteria for admission to the Ph.D. Programme:

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

- 3.1 Master's Degree holders satisfying the criteria stipulated under clause 2 above.
- 3.2 Candidates who have cleared M.Phil. from this university with at least 55% marks in aggregate, or an equivalent grade on the point scale of the grading system followed by the university, shall be eligible to proceed to do research work leading to Ph.D. Degree. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to the SC/ST/OBC (non-creamy layer) / differently abled and other categories of candidates as per the decision of the University Grants Commission from time to time.
- 3.3 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending under any Department / Centre or Research Programme of the university, may be provisionally admitted to

the Ph.D. programme of the university but the admission will be confirmed if the candidate qualifies in the M.Phil. degree with the requisite percentage of marks / grade.

- 3.4 Candidates possessing a degree considered equivalent to the M.Phil. degree of other Indian institutions, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory Authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

4. Duration of the Programme:

- 4.1 M.Phil. programme shall be for a duration of four (4) consecutive semesters (two Years).
- 4.2 Ph.D. programme shall be for a minimum duration of three years, including the course Work and for a maximum period of six years.
- 4.3.1 The registration for the Ph.D. degree shall remain valid for a period of six years including the course work from the date of entry into the Ph.D. programme of the university.
- 4.3.2 In case the thesis is not submitted for adjudication within the initial period of six years, the registration may be extended for a period of another five years. The fees payable for registration / extension of registration shall be prescribed separately. The registration will remain valid until the successful defence in the open viva-voce.
- 4.3.3 The registration may be cancelled on the recommendation of the Board of Research Studies (BRS) in the following cases:
- (a) If the candidate applies for such cancellation through the Research Advisory Committee (RAC) as constituted under clause 8 of these regulations.
 - (b) Where the RAC suggests cancellation on grounds of unsatisfactory performance or progress of the candidate. In such cases, the candidate shall be given adequate opportunity for self-defence.
- 4.4 Women candidates and persons with more than 40% disability may be allowed a relaxation of one year for M.Phil. and two years for Ph.D. programme in the maximum duration. In addition, the women candidates may be provided maternity leave / child care leave once in the entire duration of the M. Phil. / Ph.D. programme for up to 240 days.

5. Procedure for admission:

- 5.1.1 All M.Phil. / Ph.D. students shall be admitted through an Entrance Test conducted at the Department / Centre concerned and organized at the level of the university. Provided that the candidates who have qualified UGC- NET (including JRF) / UGC – CSIR NET (including JRF) / SLET / SET / GATE, or who are teachers of this university, or who are Fellowship holders, or have obtained the M.Phil. degree with at least 55% in aggregate from another university, shall not be required to appear in the written part of the entrance test. Provided further that candidates who have qualified UGC – NET (including JRF) / UGC – CSIR NET (including JRF) / SLET / SET / GATE or are teachers of this university, or are fellowship holders or have obtained M.Phil. degree from other universities with at least 55% aggregate, shall appear for the interview / viva-voce part of the entrance test.

- 5.1.2 The university shall issue advertisement in major national dailies and on the university web-site regarding the entrance test, indication the number of Ph.D. candidates to be admitted under particular disciplines and also the curriculum for entrance test.
- 5.2 In the entrance test 50% shall be the qualifying marks. The syllabus of the entrance test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance test shall be conducted at the Department/ Centre. Curriculum for the Entrance test will be decided by the respective Departmental Research Committee (DRC) of the Department / Centre.
- 5.3 An interview/viva-voce to be organized by the Department /Centre when the candidates are required to discuss their research interest / area through a presentation before a duly constituted DRC of the Department/Centre. All teachers eligible to act as supervisor shall be the member of the DRC. Head of the Department will act as the Convenor and Chairman of the DRC.
- 5.4 The interview/viva-voce shall also consider the following aspects, viz. whether:
 - 5.4.1 the candidate possesses the competence for the proposed research;
 - 5.4.2 the research work can be suitably undertaken at the University / Institution / College;
 - 5.4.3 the proposed area of research can contribute to new/additional knowledge;
 - 5.4.4 candidates securing at least 50% marks in the written part of the entrance test, shall be eligible to appear in viva-voce. Panel of selected candidates will be prepared on the basis of performance in the entrance test.
- 5.5 The university shall maintain a list of all the M.Phil. / Ph.D. registered students in its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of registration.

6. Allocation of Research Supervisor:

Eligibility criteria to be a Research Supervisor, Co-Supervisor, number of M.Phil./Ph.D. scholars permissible per supervisor etc.

- 6.1 Any regular Professor of the University/Centre/College with at least five research publications in refereed/peer-reviewed journals and any regular Associate/Assistant Professor of the University/Centre/College with a Ph.D. degree and at least two research publications in refereed/peer-reviewed journals, may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed Journals, the university may relax the above condition for recognition of a person as research supervisor with reasons to be recorded in writing. The BRS shall decide on the matter on the recommendation of the DRC.

Note: A Teacher who does not possess a Ph.D. degree but has already successfully guided students leading respectively, to their Ph.D./M.Phil. degree and have sufficient number and quality of paper published in refereed/peer-reviewed journals as may be considered equivalent to a Ph.D. degree, may be considered for allowing supervision of Ph.D./ M.Phil. Students by the Executive Council on the recommendation of the BRS concerned.

- 6.2 Only a full time regular teacher of the University/College employed against a substantive post can act as a supervisor. External supervisors are not allowed. However, Co-Supervisors can be allowed in inter-disciplinary areas from other Departements/Centres/Colleges under this university or from other related institutions/universities with the approval of the DRC.

- 6.3 The allocation of research supervisor for a selected research scholar shall be decided by the DRC of the respective Department/Centre depending on the number of scholars per research supervisor, the available specialization among the supervisors and research interests of the Scholars as indicated by them at the time of interview/viva-voce.
- 6.4 In case of the topics that are of inter-disciplinary nature, where the DRC concerned feels that the expertise available in the DRC has to be supplemented from outside, the Department/Centre may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co- Supervisor from outside the Department / Centre / Faculty / College / Institution on such terms and conditions as may be specified and agreed upon by the consenting Institution/College.
- 6.5 A Research Supervisor/ Co-supervisor who is a professor, at any given point of time, cannot guide more than three (3) M.Phil., and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and as Assistant Professor as Research Supervisor can guide upto a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.
- 6.6 In case of relocation of a woman scholar of M.Phil./Ph.D. due to marriage or otherwise, the research data shall be allowed to be transferred to the university to which the scholar intends to relocate, provided all other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the supervisor of the parent institution for the part of research already undertaken.
- 6.7 A student of any other university pursuing her/his Ph.D. programme as per UGC regulations 2016, will be allowed to take a lateral entry to the Ph.D. programme of this university in the respective discipline, subject to the recommendation of the DRC concerned.

7. **Course Work:**

Credit requirements, number, duration, syllabus, minimum standards for completion etc.

- 7.1 The credit assigned to the M.Phil. and Ph.D. Preparatory Course Work (PCW) shall be eight (8) credits.
- 7.2 The PCW shall be treated as a prerequisite for M.Phil. and Ph.D. preparation. Four (4) credits shall be assigned to one or more courses on Research Methodology which would cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work etc. The other four (4) credits shall be assigned to advanced level courses for preparing the students for M.Phil. and Ph.D. degree.
- 7.3 All courses prescribed for PCW shall be in conformity with the credit hour, instructional requirement and shall specify the content, instructional and assessment methods. They shall be duly approved by the respective Faculty Councils.
- 7.4 The Department/Centre where the scholar pursues his/her research shall prescribe the Course(s) to him/her based on the recommendations of the RAC, as constituted under Clause 8 of these regulations.
- 7.5 All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the PCW prescribed by the Department/Centre during the initial one semester.
- 7.6 Candidates already holding M. Phil. Degree and admitted to the Ph.D. Programme, or those who have already completed the PCW in M.Phil. and have been permitted to proceed to the

Ph.D., may be exempted by the Department/Centre from doing the PCW. All other candidates admitted to the Ph.D. Programme shall be required to complete the PCW prescribed by the Department/Centre.

7.7 Examination of PCW:

7.7.1 The DRC shall (i) make and amend from time to time the syllabus for PCW for recommendation to the respective Faculty Councils and BRS for approval, (ii) assign courses to the teachers concerned of the Department/Centre/Sister Department, (iii) make arrangement for evaluation of performances, appoint paper-setters / examiners / scrutinisers / moderators etc. with the approval of the Vice-Chancellor.

7.7.2 There shall be a term-end examination at the end of the semester.

7.7.3 The evaluation of the students shall be based on their performances in the written examination and other continuing/internal evaluation, if any, as recommended by the DRC.

7.7.4 Teachers actually participating in the teaching shall ordinarily set questions and evaluate the answer scripts. The paper shall be moderated by a Board of Moderators with three members ordinarily from the teachers participating in the PCW with the approval of the Vice-Chancellor on the recommendation of the DRC. The evaluation for viva-voce /review work / dissertation or any other internal evaluation, if any, (to be recommended by the DRC) shall be made by the examiners as recommended. The moderated question papers shall be sent by the convenor of the DRC to the Controller of Examinations in sealed envelopes for printing.

7.7.5 Percentage to Grades and Grade Points: The grades for each course would be decided on the basis of the percentage marks obtained at the end semester and internal examination as shown below:

Letter grade	Point grade	Formula percentage of Marks
O (Outstanding)	10	85 and above
A+ (Excellent)	9	70-<85
A (Very Good)	8	60-<70
B+ (Good)	7	55-<60
F (Fail)	0	<55

(a) For non-credit courses (if there is any), ‘Satisfactory’ or ‘Unsatisfactory’ will be indicated instead of the letter grade and this will not be counted for the computation of SGPA /CGPA of the PCW.

(b) In order to qualify PCW examination, a candidate shall have to obtain a minimum of 55% Marks in each paper, and a ‘Satisfactory’ in a non-credit paper, if any, failing which the Candidate shall be given two consecutive additional chances to appear in the term-end examination, when it is offered next.

(c) Calculation of SGPA /CGPA

$$SGPA(S) = \frac{\sum C_i P_i}{\sum C_i}$$

Where, C_i = Credit assigned to a paper

P_i = Grade point earned in the paper

$$CGPA = \frac{\sum C_n S_n}{\sum C_n}$$

Where, C_n = Credit assigned to a semester

S_n = SGPA earned in a semester

(d) The CGPA required to qualify in the PCW is 7.0

7.7.6 Grades in the PCW, including research methodology courses shall be finalized after a combined assessment by the RAC and the DRC concerned and the final grades shall be communicated to the Controller of Examinations.

8. Research Advisory Committee (RAC) and its functions:

8.1 There shall be a RAC constituted with three members to be nominated by the DRC and the Research Supervisor for each M.Phil. and Ph.D. scholar. The research supervisor of the scholar shall be the Convener of RAC. This committee shall have the following functions:

- (a) To review the research proposal and finalize the topic of research;
- (b) To guide the research scholar to develop the design and methodology of research and identify the course(s) that he/she may have to undertake;
- (c) To periodically review and assist in the progress of the research work of the research scholar;

8.2 A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The bi-annual progress reports shall be submitted by the RAC to the BRS with a copy to the research scholar.

8.3 In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the BRS with specific reasons for cancellation of the registration of the research scholar.

9. Evaluation and Assessment Methods, Minimum standards/credits for award of the degree, etc.:

9.1.1 The overall credit requirement, including the credit for PCW, for the award of M.Phil. degree shall be 32 credits.

- (a) In the second semester there shall be two theoretical papers, each of four (4) credits or as divided into suitable halves. The duration of examination shall be two (2) hours for a paper of two (2) credits and four (4) hours for a paper of four (4) credits.
- (b) In the third semester eight (8) credits shall be kept for seminar /term paper etc. A board of not less than three examiners, formed by the DRC, shall evaluate the Seminar/term paper. In the fourth semester, a candidate shall have to complete the project/dissertation of six (6) credits under his/her supervisor. A candidate has to appear before the external and internal examiners for a viva-voce of two (2) credits based on the project /dissertation.
- (c) Pass marks shall be 55% or equivalent grade in each paper and 55% or equivalent grade each for project/dissertation. The classes will terminate seven (7) days before the commencement of the examination. The written examination shall be over within fifteen (15) days of the completion of the classes.

- (d) The practical examination, if any, shall be conducted by a board recommended by the DRC of which one member shall be an external expert from other department of this University or another university. Two examiners shall form a quorum.
 - (e) A candidate who fails to secure 55% marks or equivalent grade in not more than two papers including the practical/viva-voce, shall be allowed to clear the back papers in the next two consecutive examinations when they are offered next. Those who will fail in the project/dissertation shall get one more chance after a gap of three months. A candidate who will fail to secure 55% marks or equivalent grade in the viva-voce, shall be required to appear again in the said examination on a date to be fixed by the DRC concerned within three months from the date of previous viva-voce examination.
 - (f) The percentage of marks and equivalent grades shall be decided as per the provisions of Clause of 7.7.5 and 7.7.6 of these regulations.
- 9.2 Registration of Ph. D. Thesis Title: The synopsis that has been submitted by the candidate to the RAC shall be forwarded to the DRC for its comments. The DRC shall conduct a seminar in which the candidate shall explain the details of his/her proposed research work, on which a report shall be forwarded to the Registrar. The Registrar shall place the same before the BRS concerned.
- (a) The recommendations of the BRS on the candidate's application for Ph.D. Thesis Title Registration shall be placed for consideration before the Executive Council.
 - (b) After the recommendations of the BRS are approved by the Executive Council, the Registrar shall take necessary steps for registration of the candidate's title and synopsis.
 - (c) Upon being informed by the office of the Registrar, the candidate shall submit the prescribed fees for Ph.D. Title registration.
 - (d) The registration fees and all other fees pertaining to the Ph.D. programme will be set as per the Regulations relating to Doctor of Philosophy (Ph.D.) in the Faculty of Arts, Commerce Law, and Faculty of Science and Faculty of Technology.
- 9.3 Upon a satisfactory completion of the PCW, and obtaining the marks/grades prescribed in sub-clauses 7.7.5 and 7.7.6 above, as the case may be, an M. Phil. Scholar shall be required to undertake research work and produce dissertation within a minimum duration of one year and a maximum duration of three years, and a Ph. D. scholar shall be required to undertake the research work and produce a draft thesis within a minimum duration of two years and maximum duration of five years excluding the time required to complete the PCW.
- 9.4 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department/Centre before the RAC concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may suitably be incorporated into the draft dissertation/thesis in consultation with the RAC within a period as specified by the RAC.
- 9.5 M. Phil. Scholars shall present at least one (1) research paper in a conference/seminar and Ph.D. scholars must publish at least one (1) research paper in a refereed/peer-reviewed journal and make at least two (2) paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

- 9.6 While submitting for evaluation, the dissertation/thesis shall incorporate an antiplagiarism report based on a software procured and approved by the university, to be operated from the Central Library, and shall contain an undertaking from the research scholar as well as a certificate from the research supervisor attesting the originality of the work, vouching that similarity index has not crossed 25% (excluding the bibliography and works already published elsewhere by the scholar), and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other institution. The BRS shall decide the mechanism to detect plagiarism and other forms of academic dishonesty for theses for which anti-plagiarism software is not available. For such subjects, an affidavit by the scholar and a certificate from the research supervisor attesting the originality of the work have to be submitted.
- 9.7 The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her research supervisor and one external examiner who is not in the employment of this university or any of its affiliated colleges. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by the members of the RAC, all faculty members of the Department/Centre, other research scholars of the department and other interested experts/researchers.
- 9.8 After completing the thesis and having complied with all other requirements under these regulations, mentioned herein above, the Ph.D. scholar shall apply to the Registrar for permission to submit the thesis for adjudication, along with a certificate from the supervisor (s) and RAC recommending submission. The candidate shall submit four (4) copies of the Ph.D. thesis (five (5) copies if there is a co-supervisor), embodying the results of his/her research and enclosing evidence of originality of research work and non-plagiarism as certified by the supervisor(s) as required under Clause 9(6). At the time of thesis submission, the candidate shall also submit ten copies of the abstract (within one thousand words) of the thesis, and two CDs containing the entire thesis as a pdf along with the article(s) published and the papers presented in conference(s).
- 9.9 Fees, as may be prescribed for submission of the thesis, shall be deposited after receiving permission from the Registrar for making this deposit.
- 9.10 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research supervisor (s) and two external examiners, who are not in employment of the University/college, one of whom may be from outside the country. The supervisor shall submit a panel of at least eight (8) eligible experts to the Registrar under a sealed envelope, for appointment as examiners of the Ph.D. thesis. The submitted panel of examiners, shall include postal, email addresses (if available) and telephone number(s) (if available) of the examiners. Where the candidate is a close relative of the supervisor (as in examination rules), the Head of the Department shall submit the panel of examiners in consultation with the DRC.
- 9.11 The panel as submitted by the supervisor or by the Head of the Department, as the case may be, shall be placed for consideration before the BRS, which shall recommend it, with modifications if necessary. The Vice-Chancellor shall nominate the Ph.D. examiners from this panel in order of her/his preference, and report the same to the Executive Council.
- 9.12 Along with her/his thesis every candidate shall submit clearance certificates issued by the Finance branch, the University Library, the Research Scholars' Hostel, the vehicle Department, the identity card section, and such other documents as may be specified, along with the prescribed non-refundable fees. The candidate shall also be required to bear the postal charges for dispatching the thesis to the examiners as soon as this is intimated to him/her/.

- 9.13 Provided that if the tenure of a regular research fellowship has not expired before submission of the thesis, the clearance certificates will be submitted as soon as the tenure is over. Such candidates shall be required to submit an undertaking to this effect at the time of submission of the thesis.
- 9.14 Before sending a thesis to an examiner, her/his consent for evaluation of the thesis shall be sought through e-mail, failing by Fax or by postal service (including courier service). If no response is received from the examiner within 15 days, a reminder will be sent allowing a time gap of another seven days. If still no response is received from the proposed examiner, or if the request is declined, the consent shall be sought from another examiner to be nominated by Vice-Chancellor from the approved panel. The synopsis and the thesis in PDF format may be forwarded to the examiner(s) through e-mail if the examiner gives his consent in this respect.
- 9.15 The examiners will be requested to send their evaluation reports in the prescribed pro-forma within forty five days from the date of receipt of the thesis. The evaluation report duly signed by the examiner(s) in PDF format and forwarded through e-mail shall also be accepted. The amount of remuneration for which the examiner is eligible shall also be communicated to the examiner. A reminder will be sent to the examiner, if necessary, after the expiry of an initial period of thirty (30) days stating that the report is due within next fifteen (15) days. A second reminder will be sent, if further required, after another fifteen (15) days period, with a request that the copy of the thesis be returned to the university in case the examiner is not in a position to evaluate the thesis within fifteen (15) days.
- 9.16 In case no response is received from the examiner even after such reminders, the appointment of the examiner shall be cancelled after informing him/her, and the thesis shall be referred to another examiner, to be nominated by the Vice-Chancellor from the approved panel. In case the whole panel is exhausted, a fresh list of five experts shall be sought from the supervisor by the office of the Registrar in confidential manner and further action shall be taken by the Registrar after taking approval from the Vice-Chancellor.
- 9.17 An open viva-voce, based among other things, on the critiques given in the evaluation report(s), shall be conducted by the research supervisor and one external examiner, and shall be open to be attended by members of the DRC, all faculty members of the Department/Centre, other research scholars of the Department/Centre and other interested experts/researchers.
- 9.18 The open viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are positive and include(s) a specific recommendation for conducting the viva-voce examination.
- If the evaluation report of the external examiner in case of M.Phil. dissertation or one of the evaluation reports of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the university shall send the dissertation/thesis to another external examiner out of the approved panel, and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 9.19 The university shall complete the entire process of evaluation of M.Phil. dissertation/Ph.D. thesis ordinarily within a period of six months from the date of submission of the dissertation/thesis.
- 9.20 All recommendations of the examiners and the viva-voce report relating to the evaluation of a thesis shall be forwarded to the Executive Council for its consideration and approval.

9.21 On approval of the Executive Council, the candidate shall be provisionally admitted to the degree of Ph. D. w.e.f. the date on which the candidate qualifies her/his viva-voce examination

10. Academic, administrative and infrastructure requirement to be fulfilled by Colleges for getting recognition for offering M.Phil./Ph.D. programmes:

10.1 Colleges may be considered eligible to offer M.Phil./Ph.D. programmes only if they satisfy the availability of eligible research supervisors as mentioned in Clause 6, required infrastructure and supporting administrative and research promotion facilities as per these regulations.

10.2 Post-graduate departments of colleges, research laboratories of Government of India / State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department/Centre concerned along with required infrastructure, supporting administrative and research promotion facilities as per these regulations, stipulated under sub-clause 10(3), shall be considered eligible to offer M.Phil./ Ph.D. programmes. Colleges should additionally have the necessary recognition by the university to offer M.Phil./Ph.D. programme.

10.3 Colleges with adequate facilities for research as mentioned below shall offer M.Phil./Ph.D. programmes:

(i) In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the university with provision for adequate space per research scholar along with computer facilities and essential software, internet connectivity and uninterrupted power and water supply;

(ii) Earmarked library resources including latest books, Indian and International journals, E-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/Centre, library for reading, writing and storing study and research materials;

(iii) Colleges may also access the required facilities of the neighbouring Institutions / Colleges, or of those Institutions/ Colleges/ R&D laboratories/ Organizations which have the required facilities.

(iv) On the basis of an application from the college concerned, the eligibility of a college to conduct research shall be decided to the respective BRS on the recommendation of an Inspection Committee to be constituted by the BRS for the purpose.

11. Treatment of Ph.D. / M. Phil. Through Distance mode /Part-time:

11.1 Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, University and College shall not conduct M.Phil. and Ph.D. programmes through distance education mode.

11.2 Part-time Ph.D. will be allowed provided all the conditions mentioned in the extant Ph.D. regulations are met.

12. Award of M.Phil./Ph.D. degrees prior to notification of these regulations, or degrees awarded by foreign universities:

12.1 Award of degrees to candidates, registered for the M.Phil./Ph.D. programme on or after July 11, 2009 till the date of notification of the UGC (Minimum standards and procedure for award of M.Phil./ Ph.D. Degrees) Regulations, 2016 effective from 5 May, 2016 shall be governed by the provisions of the UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. Degrees) Regulations, 2009.

12.2 If the M.Ph.D. degree is awarded by a foreign university, the university shall refer the issue to a standing committee constituted by the respective Faculty Council of the university for the purpose of determining the equivalence of the degree awarded by the foreign university.

13. Depository with INFLIBNET:

13.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the university shall submit an electronic copy of the M.Phil. dissertation / Ph.D. thesis to the INFLIBNET for hosting the same so as to make it accessible to all institutions/universities/colleges.

13.2 Prior to the actual award of the degree, the university shall issue a provisional certificate to the effect that the degree has been awarded in accordance with the provisions of the UGC Regulations, 2016

14. Board of Research Studies: There shall be a Board of Research Studies (BRS) in each subject, comprising of the following members:

- (i) The Vice-Chancellor-Chairperson;
- (ii) The Dean of the Faculty Council concerned for Post-graduate Studies;
- (iii) The Head of the Department/Director of the Centre concerned;
- (iv) Not more than five Teachers from the department/centre concerned, who qualify as supervisors, to be nominated by the DRC;
- (v) Teachers from allied/sister departments who qualify as co-supervisors as nominated by the Vice-Chancellor wherever applicable/necessary;
- (vi) The supervisor and/or co-supervisor, if any, of the proposed research work, as invitee(s); and
- (vii) The Registrar- the ex-officio Secretary

15. Pro-forma for Submission of the Report:

Note: The evaluation of the M.Phil. dissertation / Ph.D. thesis shall comprise of two stages: (i) adjudication by the examiner(s), and (ii) a viva-voce on expressed affirmative recommendation of the adjudicators.

Title of the Thesis:

Name of the Candidate:

Ref. No.:

(a) Summary of the Report:

- (i) Whether the degree should be awarded to the candidate- (Please indicate by writing 'yes' or 'No')
- (ii) Whether the candidate should be allowed to re-submit the thesis after revision or providing necessary clarification(s) – (Please specify the reasons in Detailed Evaluation Report).
- (iii) Whether the thesis should be rejected – (Please specify the reasons in Detailed Evaluation Report).
- (iv) Whether the thesis is of such outstanding merit that the University may consider publishing it at its own cost – (Please indicate by writing 'Yes' or 'No').

(b) (i) Detailed Evaluation Report (if necessary separate sheets may be annexed):

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.....
(ii) Do you recommend that viva-voce examination be conducted in context of the present thesis?

.....
(iii) Questions you would like the candidate to answer during the viva-voce.
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.....

16. Reframing of Report:

If the report is not specific, or if grounds on which the recommendation is based are not clearly stated, the examiner shall be requested to reframe the report accordingly. If no response is received within fifteen (15) days after receiving this request, a reminders shall be sent allowing and the fifteen (15) days for compliance.

Provided that if a reply is not received even after that time, the Vice-Chancellor may consider appointing a new examiner from the approved panel, in which case the report of the earlier examiner shall be ignored.

17. Report to be sent to the Vice-Chancellor:

The reports of the examiners shall be sent to the Vice-Chancellor by name. After all the adjudication reports are received, the Vice-Chancellor shall take a decision on the subsequent steps that need to be taken by the Registrar.

18. Award of the Ph. D. Degree:

After the Board of Examiners for the viva-voce have recommended such award, the reports of all the examiners shall be handed over to the Registrar for placement before the Executive Council. If the Executive Council approves the adjudication and viva-voce reports, it shall decide to award the Ph.D. degree to the candidate in the subject in which he/she is registered under the Faculty concerned w.e.f. the date of the viva-voce.

19. Report of the examiners to the candidate:

After the degree is awarded, the reports of the examiners may be issued to the candidate on request but without disclosing the identity of the examiners.

20. Issuance of provisional certificate:

The University shall issue a provisional certificate to the effect that the degree has been awarded in accordance with the provision of the regulations relating to M.Phil. and Ph.D. programme and also in compliance with the UGC (Minimum standards and procedure for award of M.Phil./Ph.D. Degrees) Regulations, 2016. A diploma under the seal of the university and signed by the Vice-Chancellor shall be awarded to each successful candidate at the next convocation held for conferring the degrees.

21. Publication of thesis:

The University may publish a thesis if the examiners unanimously recommend so. Subject to the recommendation of the adjudicators, the thesis may be published by the candidate provided the university does not accept the responsibility for publication of the same and the candidate makes suitable mention

within the publication so made that it was a thesis approved for the award of the Ph.D. degree of the University of North Bengal.

22. Revocation of thesis:

If at any time after the degree has been awarded to a thesis, allegation with prima facie evidence is received pointing out plagiarism, and such a case shall be referred for opinion to a committee of two experts to be nominated by the BRS concerned. If the allegation is proved, disciplinary actions including revocation of the degree shall be taken after offering the candidate a reasonable opportunity for self-defence.

23. Interpretation:

In case of any doubt or ambiguity relating to interpretation of these, regulations and in any case not covered by these regulations, the opinion of the Vice-Chancellor shall be final, subject to the provisions of the North Bengal University Act 1981 (West Bengal Act XXV of 1981), Statute, Ordinances and Regulations and Rules made there under.

- 1. ELIGIBILITY:** Candidate shall be eligible for admission if he/she has passed the Bachelor of law [LL.B (3 years), LL.B 5 years integrated course, or LL.B (Hons) 5 years integrated course] of this University or any other University or any other graduate course in any discipline except graduate of Fine Arts and Performing Arts with not less than 45% marks and whose degree has been recognised by this university as equivalent.

Provided that in all such cases admission shall be subject to conditions and procedure to be laid down by the concerned Faculty Council for Post Graduate Studies.

- 2. DURATION:** The curricular work leading to the award of Post Graduate Diploma in Cyber Law and Cyber Security shall be spread over two Semesters in one year with an examination at the end of each semester.

Provided further that a student must complete Post Graduate Diploma in Cyber Law and Cyber Security within a maximum period of two (02) years.

Provided further that if a student fails to complete Post Graduate Diploma in Cyber Law and Cyber Security within a maximum period of two (02) years, he/she shall be eligible to take fresh admission in Post Graduate Diploma in Cyber Law and Cyber Security on merit

- 3. NUMBER OF SEATS:** The total number of seats for Post Graduate Diploma in Cyber Law and Cyber Security shall be 25 (Twenty Five) only.
- 4. Attendance:** In order to be eligible for appearing in the end semester written examination, a candidate shall obtain at least 75% attendance in that Semester

5(a) REQUIREMENT OF MARKS FOR REGULAR CANDIDATES

The total credits for Post Graduate Diploma in Cyber Law and Cyber Security shall be twenty [20] in each semester and forty [40] in all semesters put together [i. e. 20x2= 40 credits divided in two semesters].

- 5(b)** A candidate, in order to be eligible for award of Post Graduate Diploma in Cyber Law and Cyber Security shall have to obtain a minimum of Grade B in UGC 10 point scale in each paper of the Semester and in the SGPA in each of the end Semester examinations

5(c) 1. Evaluation will be done as per the UGC 10 point Grade Scale

LETTER GRADES	GRADE POINTS (P)	MARKS IN PERCENTAGE
O [OUTSTANDING]	10	85% and Above
A ⁺ [EXCELLNT]	9	70% but less than 85%
A [VERY GOOD]	8	60% but less than 70%
B ⁺ [GOOD]	7	55% but less than 60%
B [ABOVE AVERAGE]	6	50% but less than 55%
F [FAIL]	0	Less than 50%
Ab [absent]	0	ab

- The CGPA obtained by a candidate shall be classified into following classes

CGPA	CLASS
8 or above	First Class
6 or above but less than 8	High Second Class
4 and above but less than 6	Second Class

5d. CALCULATION OF SGPA / CGPA

$$SGPA(S) = \frac{\sum C_i P_i}{\sum C_i}$$

Where, C_i = Credit assigned to a paper

P_i = Grade point earned in the paper

$$CGPA = \frac{\sum C_n S_n}{\sum C_n}$$

Where, C_n = Credit assigned to a semester

S_n = SGPA earned in a semester

6. **EVALUATION:** The system of evaluation shall be based on:
 - (a) Continuing evaluation for four [4] Credit,
 - (b) Dissertation for eight [08] Credits and
 - (c) Written examination for twenty eight [28] credits
7. **CONTINUING EVALUATION:** Appearing for Continuing Evaluation is mandatory. They shall be as follows:
 1. Term Paper & Seminar for Semesters I for 04 credit
 2. Dissertation [written submission] semester II 6 credits
 3. Dissertation Viva voce [Oral Submission] semester II 2 Credits
8. **PROCESS OF EVALUATING CONTINUING EVALUATION ASSIGNMENTS**
 1. In the case of Term Paper and Seminar the evaluation shall be done by the Board of examiners consisting of at least three teachers of the Department including the Head of the Department.
 2. In case of Dissertation viva voce, all teachers of the Department along with one external examiner shall constitute the Board. 50 percent of the members shall form the quorum.
 3. Three copies of term paper shall be submitted at least one month before the written examination. One copy of such term paper shall be sent by the Head of the Department to the Controller of Examination with the marks
 4. In case of students appearing in written examination as casual student, assessment of the continuing evaluation, dissertation and viva voce shall remain the same as obtained by him or her as a regular student and shall be carried forward.
 5. In case a student fails in continuing evaluation he/she shall resubmit the same or take the legal education practical classes again when he/she appears for that examination of the same standard when it is offered next
 6. There is no reassessment or improvement examination in continuing evaluation papers
 7. A complete profile of the students' appearing in the examination, the Grades obtained by him/her in term paper shall be separately indicated in the mark sheet along with the marks obtained in the written examination and dissertation including viva voce
 8. The mark sheet shall reflect both marks and grades obtained by the student.

9. DISSERTATION

- I. Three copies of dissertation are to be submitted to the Head of the Department before the commencement of the written examination of the Second Semester of Post Graduate Diploma in Cyber Law and Cyber Security who shall forward the same to the Controller of Examinations with the name of the External Experts for evaluation
- II. The Dissertation shall be evaluated by the Supervisor and one external expert whose name shall be recommended by the Board of Studies attached to the concerned Faculty Council for Post Graduate Studies and the Supervisors.
- III. There shall be viva voce conducted by a Committee consisting of all the teachers of the Department and one external expert. 50% of the members will form the quorum.

10. WRITTEN EXAMINATION

1. Total marks of each Semester shall be divided into equally balanced courses as offered in each semester.
2. The scripts of written Semester examinations shall be examined by teachers of the Department
3. An examinee may opt for re-assessment in one or more papers of his or her choice, subject to a ceiling of 50% of the total number of papers / Groups on payment of such fee as may be prescribed
4. The scripts of the theory papers of semester I & II examination shall be examined by the teachers of the Department. However the dissertation and the viva-voce of semester II examination ordinarily shall be conducted jointly by external examiners and teachers of the Department.
5. After the final announcement of results, a Review Committee/ Board consisting of the Dean of the concerned Faculty Council for Post Graduate Studies shall go through the results, analyse and suggest appropriate remedial or corrective measures, if any. The meeting shall be considered mandatory. The Head of the Department/ Chairman of the P. G. Board of Studies attached to the concerned Faculty Council for Post Graduate Studies shall act as the Convenor.
6. The Board of Studies attached to the concerned Council for Post Graduate Studies shall recommend the panel of names to act as the paper setters, examiners including examiners for reassessment moderators and scrutinisers for the written examination and dissertation. In addition the Board shall recommend a panel of teacher of this Departments to act as post publication scrutiniser. The Faculty Council shall give necessary guidelines for reassessment and post publication scrutiny of answer scripts.
7. The paper setter for any paper who shall normally be one of the teacher teaching the course shall submit a large number of questions, approximately two or three times the questions to be set in the paper.
8. The question paper shall be moderated by a Board of Moderators consisting of
 - a) The Head of the Department;
 - b) Teachers of the Department teaching Post Graduate Diploma in Cyber Law and Cyber Security, and
9. Two members shall form a quorum. The tenure of the Board of Moderators shall be for one academic session.
10. The final result shall be tabulated and shall be considered by the concerned Board of Post Graduate Studies in Law before publication on the authority of the Faculty Council
11. **CREDIT SYSTEM:** One credit is equal to 25 marks and one hour class duration per week. That is 4 hour class duration per subject for at least 15 weeks is 100 marks and 4 credits. One semester of LL. M. course is of 20 credits, that is 500 marks. Total marks in Post Graduate Diploma in Cyber Law and Cyber Security is 1000 marks and 40 credits.

12. RASSESSMENT:

1. A student who has been declared failed in a Semester may apply for reassessment of not more than two papers.

13. COURSES OF STUDY AND FRAMING OF SYLLABI

1. The Course of studies and syllabi shall be framed by the concerned Faculty Council for Post Graduate Studies on the recommendation of the Board of Studies attached to the Faculty Council for Post Graduate Studies in Law.
2. Ordinarily syllabus shall be revised every three years.

14. COORDINATOR: The Coordinator of the course shall be the Head of the Department of Law

**REGULATIONS RELATING TO THE M.A./M.Sc./M.Com. PROGRAMMES
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)**

1. Short title, Application and Commencement

1.1 The regulations may be called the University Regulations relating to the M.A./M.Sc./M.Com. Courses under Choice Based Credit System.

1.2 They shall apply from the academic session 2017-2018 to all M.A./M.Sc./M.Com. courses pursued under the Academic Departments of the University, constituent colleges and institutes affiliated to this university.

1.3 They shall come into force from the date of their acceptance by the Executive Council.

2. Eligibility for Admission

2.1 A Candidate shall be eligible for admission-

To the M.A./M.Sc./M.Com. regular courses if he/she passes respectively, the B.A./B.Sc./B.Com. examination with Honours from this university or with Honours/Major from any other university whose degrees have been recognized by this university as equivalent to the subject concerned.

2.2 A candidate shall be eligible for admission-

To the M.A./M.Sc./M.Com. course under Distance Mode if he/she passes respectively, the B.A./B.Sc./B.Com. Honours or General examination from this university or with Honours/Major/General from any other university whose degrees have been recognized by this university as equivalent to the subject concerned.

Provided further that in all such cases the subject concerned for which admission has been sought shall have to be studied for three years in the under-graduate level.

2.3 The admission to M.A./M.Sc./M.Com. course shall be subject to the conditions and procedures to be laid down by the Faculty Council for Post Graduate Studies concerned and other appropriate authority/authorities.

3. Disciplines of Master's Degree

3.1 Faculty of Arts, Commerce and Law: English, Bengali, History, Economics, Political Science, Philosophy, Nepali, Sociology, Area Studies, Rural Development, Hindi, Sanskrit, Mass Communication and Commerce and in such other disciplines as may be decided by the Executive Council on the recommendation of the Faculty Council for Post Graduate Studies concerned.

3.2 Physics, Chemistry, Mathematics, Zoology, Botany, Bio-technology, Microbiology, Tea Science, Computer Science, Geography & Applied Geography, and Anthropology and in such other disciplines as may be decided by the Executive Council on the recommendation of the Faculty Council for Post Graduate Studies concerned.

3.3 Separate Examination will be conducted for M.Sc. courses in Zoology and Botany in Darjeeling Govt. College and separate marksheets, diploma, merit list and award list will be issued for the candidates who pass the examination in these subjects from the Darjeeling Govt. College.

4. Duration of the Course

4.1 The curricular work leading to the award of M.A./M.Sc./M.Com. Degree shall be distributed over 4 semesters (Two Years) with one term-end examination at the end of each semester. Two consecutive (one odd & one even numbered) semesters shall constitute one academic year. A student shall be allowed a maximum of four consecutive academic years to complete the course.

4.2 Measure of course work involved shall be determined by units of Credit. One Credit is equivalent to a minimum of one hour of teaching (Lecture & tutorial) or at least two hours of practical work/field work per week. The course work of a semester shall be distributed over a minimum of 15 teaching weeks.

4.3 Total credit requirement for four semester course is 64 (96 credits for M.Sc. in Biotechnology) of which 16 credits (12 credits for M.Sc. in Biotechnology) shall have to be earned in Continuing Evaluation.

Provided that the students pursuing M.A./M.Sc./M.Com. programmes under Distance Mode shall submit assignments as decided by the authorities concerned equivalent to 16 credits (12 credits for M.Sc. in Biotechnology) for fulfillment of the requirement of continuing evaluation.

4.4 Courses in the M.A./M.Sc./M.Com. programmes are of following types:

4.4.1 Core Courses: These courses are to be compulsorily studied by a student as a core requirement to complete the programme in a said discipline of study.

4.4.2 Elective Courses: Elective courses may be chosen from a pool of papers which are-

- a) Supportive to the discipline of study
- b) Providing an expanded scope
- c) Enabling an exposure to some other disciplines/domains
- d) Nurturing student's proficiency/skill

4.4.3 There shall be two types of electives

- a) "Generic Elective" focusing on those courses which add generic proficiency to the students.
- b) "Discipline centric" focusing on the courses for obtaining specialized knowledge in the discipline.

4.4.4 The Board of Post Graduate Studies may introduce non-credit courses leading to knowledge enhancement in a particular discipline which are not mandatory for all disciplines. Such courses will be value based and are aimed at man making education. For non-credit courses if any, "satisfactory" or "unsatisfactory" shall be indicated in the Mark-Sheet/Grade Card/Transcript and will not be counted for the result.

4.4.5 Respective P.G. Board of Studies shall decide about the numbers of credits to be allotted for core and elective subjects and ability enhancement and skill enhancement courses shall be accommodated under the 16 credit (12 credits for M.Sc. in Biotechnology) earmarked for continuing evaluation.

5. Examination and Assessment

5.1 Absolute grading systems shall be used for assessment of the performance of the students. Under the absolute grading marks are converted to grades based on predetermined class intervals as per the following table

Marks in %	Grade (G)	Grade Point (P)
85 and above	O (Outstanding)	10

70 ≥ but < 85	A+(Excellent)	9
60 ≥ but < 70	A (Very Good)	8
55 ≥ but < 60	B+ (Good)	7
50 ≥ but < 55	B (Above Average)	6
45 ≥ but < 50	C (Average)	5
40 ≥ but < 45	P (Pass)	4
<40	F (Fail)	0
Absent	'ab'	0

5.2 A student obtaining Grade. F shall be considered failed in the paper and shall be required to reappear in the examination of the paper when held next with the regular students of the semester concerned. A student shall be allowed only two consecutive additional chances to clear the papers in which she/he has failed. However, the maximum allowed period to complete the entire M.A./M.Sc./M.Com. Programme shall be guided by Clause 4.1 of these Regulations.

5.3 Provided that a candidate who does not have any failed paper in 1st and/or 2nd semester but has failed paper(s) in 3rd and /or 4th semester shall have an option to appear in a Special Supplementary Examination to be conducted for such papers of the semester concerned within six weeks after the publication of the reassessment result of the 4th semester examination. However, the total number of chances to pass in a particular paper (including the chance in the special supplementary examination) shall be limited to three.

5.4 The modalities of assessment of the courses under continuing evaluation shall be decided by the respective Post Graduate Board of Studies. It shall not be compulsory to obtain the minimum pass grade in continuing evaluation. However, a student shall have to earn an overall cumulative grade point average of 4.0 to qualify in the M.A./M.Sc./M.Com. programmes.

5.5 The scripts of the theoretical papers shall be examined by a single internal examiner. Practical papers shall be examined at least by two examiners, ordinarily one of them may be an external.

5.6 Candidates may apply for post-publication reassessment of all the papers (theoretical only) in each semester on payment of fees to be prescribed by the regulation within ten days from the date of dispatch of the marksheets. Ordinarily internal experts shall do the post publication reassessment.

6. Computation of SGPA and CGPA

6.1 The SGPA (Semester Grade Point Average) is the ratio of sum of the product of the number of credits with grade points scored by a student and the sum of the total number of credits in all courses taken by a student, i.e. $SGPA (S_k) = \frac{\sum(C_i X G_i)}{\sum C_i}$ where C_i is the number of credits in i th course and G_i is the grade point scored by the student in the i th course of the k th semester (S_k).

6.2 The CGPA (Cumulative Grade Point Average) is also calculated in the same manner taking into account all the courses taken by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i X S_i)}{\sum C_i}$ Where S_i is the SGPA of the i th semester and $\sum C_i$ is the total number of credits in all semesters.

6.3 SGPA and CGPA shall be rounded off to a two decimal point and be reported in the transcript.

6.4 Transcript: Based on the above provisions of marks letter grade, grade points, SGPA and CGPA transcript shall be issued for each semester and a consolidated transcript indicating the performance in all semesters.

6.5 A student securing a CGPA of 8.0 and above shall be placed in First Class and with a CGPA of 4.0 and above a student shall be placed in Second Class.

7. Publication of Results

7.1 The final result shall be considered by the respective Post Graduate Studies before its publication.

On receipt of the intimation from the Controller of Examinations about readiness of the result, the Secretary of the respective Council of Post Graduate Studies shall convene a meeting of the respective Post Graduate Study for pre-publication consideration of the results.

The Controller of Examinations shall arrange to deliver the relevant papers related to the result in a sealed cover to the Chairman of the respective Post Graduate Studies.

7.2 The Post Graduate Board of Studies shall:

- i) Look after the timely publication of the result, probe into the reasons of delay in publication of results, if any, and suggest appropriate remedial measures thereof:
- ii) Review the results and suggest remedial measures:
- iii) Consider report from pre publication scrutinizers.

8. Direction by Vice-Chancellor

In case(S) not covered by these regulations or case(s) of any difficulty whatsoever in respect of M.A./M.Sc./M.Com. programmes/examinations, the Vice-Chancellor shall have the power to give necessary directive, subject to the provisions of the North Bengal University Act, 1981 and Statutes and Ordinances made there under.

**REGULATIONS RELATING TO MASTER OF LAWS [LL.M] COURSE
UNDER CBCS**

1. **Eligibility:** Candidate shall be eligible for admission if he/she has passed the Bachelor of law [LL.B (3 Years), LL.B 5 Years integrated course, or LL.B (Hons) 5 Years integrated course] examination of this University or any other University with not less than 50% marks and whose degree has been recognized by this university as equivalent.

Provided that in all such cases admission shall be subject to conditions and procedure to be laid down by the concerned Faculty Council for Post graduate studies.

2. **Duration**

- a. The curricular work leading to the award of Master's Degree shall be spread over four Semesters in two years with an examination at the end of each semester.

Provided further that a student must complete LL.M. Course within a maximum period of four (04) years.

Provided further that if a student fails to complete LL.M. Course within a maximum period of four (04) years, he/she shall be eligible to take fresh admission in LL.M. on merit

- b. A student shall be allowed to enroll for the next Semester examination if he does not have more than one back paper in the preceding [Paper in which less than B grade is obtained] semester examination.

Provided that provisional admission into the next Semester after completion of the preceding Semester examination shall be allowed.

- c. A student shall not get more than two chances [one regular and one additional change] in consecutive semesters to pass a particular semester. If a candidate, even after availing of the two chances is unsuccessful in passing the examinations of that Semester, he may have the option to get admitted in First Semester class as a regular student on merit following the prescribed procedure for admission afresh.

3. **Attendance:** In order to be eligible for appearing in the end semester written examination, a candidate shall obtain at least 75% attendance in that Semester

4. **Requirement of marks for Regular Candidates**

- a. The total credits for Master of Laws [LL.M.] course shall be twenty [80] credits divided in four semesters.

- b. A candidate, in order to be eligible for award of LL.M. degree shall have to obtain a minimum of Grade Bin UGC 10 point scale in each paper of the Semester and in the SGPA in each of the end Semester examinations

- c. 1. Evaluation will be done as per the UGC 10 point Grade Scale

Letter Grades	Grade Points (P)	Marks in Percentage
O [Outstanding]	10	85% and Above
A+ [Excellent]	9	70% but less than 85%
A [Very Good]	8	60% but less than 70%
B+ [Good]	7	55% but less than 60%
B [Above Average]	6	50% but less than 55%
F [Fail]	0	Less than 50%
Ab [Absent]	0	Ab

2. The CGPA obtained by a candidate shall be classified into following classes

CGPA	CLASS
8 or above	First Class
6 or above but less than 8	High Second Class
4 and above but less than 6	Second Class

d. Calculation of SGPA/ CGPA

$$SGPA(S) = \frac{\sum C_i P_i}{\sum C_i}$$

Where, C_i = Credit assigned to a paper

P_i = Grade point earned in the paper

$$CGPA(S) = \frac{\sum C_n P_n}{\sum C_n}$$

Where, C_n = Credit assigned to a semester

S_n = SGPA earned in a semester

5. **Evaluation:** The system of evaluation shall be based on (a) Foundation soft skill courses as Continuing for Twelve [12] Credit, (b) Dissertation for eight [08] Credits and (c) Written examination for sixty [60] credits
6. **Continuing Evaluation:** Appearing for Continuing Evaluation is mandatory, Assignment of 20 percent marks of the total marks allocated in each semester shall be for continuing evaluation. They shall be as follows:
 1. Research Methodology I- [Written and oral presentation]- Semesters I, [2 credits]
 2. Research Methodology II- [Written and oral presentation]- Semesters II, [2 credits]
 3. Legal Education – Practical class teaching- Semester III – [2 credits]
 4. Developing research design for Semester III – [Written and oral presentation]- [2 credits]
 5. Academic Writing and Communication [Term Paper & Seminar] for Semesters I & II [1 credit in each Semester]
 6. Experiential Learning [Field work, clinical work] for Seminar] for Semesters I & II [1 credit in each Semester]
 7. Dissertation [written submission] semester IV 6 credits
 8. Dissertation Viva voce [Oral Submission] semester IV [2 Credits]
7. **Process of Evaluating Continuing Evaluation Assignments**
 1. In the case of Research Methodology, term papers, the assessment shall be made by a Board consisting of at least three teachers of the Department including the supervisor and the Head of the Department.
 2. In the case of seminars based on term paper, field visit etc. the evaluation shall be done by the board of examiners consisting of at least three teachers of the Department including the Head of the Department.
 3. In case of Dissertation viva voce, all teachers of the Department along with one Examiner shall constitute the Board. 50 percent of the members shall form the Quorum.

4. Three copies of each term paper, field study report and research design shall be submitted at least one month before the written examination. One copy of such term paper field study report and research design shall be sent by the Head of the Department to the Controller of Examination with the marks
5. In case of students appearing in written examination as casual student, assessment of the continuing evaluation, dissertation and viva voce shall remain the same as obtained by him or her as a regular student and shall be carried forward.
6. In case a student fails in continuing evaluation he/she shall resubmit the same or take the legal education practical classes again when he/she appears for that Examination of the same standard when it is offered next
7. There is no reassessment or improvement examination in continuing evaluation Papers
8. A complete profile of the students appearing in the examination, the Grades obtained by him/her in term paper, research report and other assignments shall be separately indicated in the mark sheet along with the marks obtained in the written examination and dissertation including viva voce
9. The mark sheet shall reflect only the grades obtained by the student.

8. **Dissertation**

- I. Three copies of dissertation are to be submitted to the Head of the Department before the commencement of the written examination of the Fourth Semester of LLM who shall forward the same to the Controller of Examinations with the name of the External Experts for evaluation
- II. The Dissertation shall be evaluated by the supervisor and one external expert whose name shall be recommended by the Board of Studies attached to the concerned Faculty Council for Post Graduate Studies and the Supervisors.
- III. There shall be viva voce conducted by a Committee consisting of the teachers of the Department and one external expert. 50% of the members will form the Quorum.

9. **Written Examination**

1. Total marks of each Semester shall be divided into equally balanced courses of core Courses, soft skill courses, Foundation course and elective courses as offered in each semester.
2. The scripts of first semester written examination shall be evaluated by external Examiners as recommended by the board of undergraduate studies in law
3. The scripts of written Semester examinations other than semester I shall be examined by teachers of the Department
4. An examinee may opt for re-assessment in one or more papers of his or her choice, Subject to a ceiling of 50% of the total number of papers / Groups on payment of such fee as may be prescribed. No improvement examination will be permitted for papers given for reassessment.
5. The scripts of the theory papers of semester IV examination shall be examined by the teachers of the Department. However the dissertation and viva-voce of semester IV examination ordinarily shall be conducted jointly by external examiners and teachers of the Department.
6. After the final announcement of results, a Review Committee/ Board consisting of the Dean of the concerned Faculty Council for Post Graduate Studies shall go through the results, analyse and suggest appropriate remedial or corrective measures, if any. The meeting shall be considered

mandatory. The Head of the Department/ Chairman of the Board of Studies attached to the concerned Faculty Council for Post Graduate Studies shall act as the Convenor.

7. The Board of Studies attached to the concerned Council for Post Graduate Studies shall recommend the panel of names to act as the paper setters, examiners including examiners for reassessment moderators and scrutineers for the written Examination and dissertation in addition the Board shall recommend a panel of Teacher of other Departments to act as post publication scrutineer.

The Faculty Council shall give necessary guidelines for reassessment and post Publication scrutiny of answer scripts.

8. The paper setter for any paper who shall normally be one of the teacher teaching the course shall submit a large number of questions, approximately two or three times the questions to be set in the paper.
9. The questions paper shall be moderated by a Board of Moderators consisting of
 - a) The head of the Department;
 - b) Teachers of the Department teaching LL.M. and
 - c) One external experts recommended by the Board of Post Graduate Studies in Law shall form the Board of Moderators.
10. Two members shall form a quorum. The tenure of the Board of Moderators shall be one academic session.
11. The final result shall be tabulated and shall be considered by the concerned Bard of Post Graduate Studies in law before publication on the authority of the Faculty Council
10. **Credit system:** One credit is to 25 marks and one hour class duration per week. That is 4 hour class duration per subject for at least 15 weeks is 100 marks and 4 credits. One semester of LL. M. course is of 20 credits, that is 500 marks total marks in LL.M. is 2000 marks and 80 credits.
11. **Improvement Examination:** A student may write an improvement examination in any one paper in the next consecutive semester written examination subject to condition that he/she has not opted for reassessment of that paper.
12. **Reassessment**
 1. A student who has been declared failed in a Semester may apply for reassessment of not more than two papers.
 2. Marks obtained in improvement examination shall be final and shall be in supersession of any previous marks obtained in that paper
13. **Courses of Study and Framing of Syllabi**
 1. The Course of studies and syllabi shall be framed by the concerned Faculty Council for Post Graduate Studies on the recommendation of the Board of Studies attached to the Faculty Council for Post Graduate Studies in law.
 2. Ordinarily syllabus shall be revised every three years.

REGULATIONS RELATING TO MCA PROGRAM UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

1. These Regulations shall be called the Regulations relating to the Master of Computer Application (M.C.A.) Course. Words and expressions used in these Regulations shall have the same meaning as in the University Act, Statutes and Ordinances.

2. Eligibility for Admission

UGC and/or AICTE recognized (as the case may be) Bachelor's degree of minimum 3-years duration except BBA with Mathematics at 10+2 level or level or graduate level. Obtained 50% marks (45% marks for SC/ST/OBC-A/OBC-B candidates) at graduation level.

3. Duration of the Course and Curriculum

- a). The curricular work leading to the M.C.A. degree shall be spread over three academic sessions.
- b). Each academic session shall be divided into two semesters each having duration of about six months.
- c). Of the six semesters, sixth semester shall be spent in a system developing industry or any University or Government research lab for the purpose of Project/Dissertation preparation. Sixth semester also consists of a seminar paper.
- d). First four semesters consists of five theory and two practical papers in each semester. Fifth semester consists of four theory papers, three practical papers, one industrial lecture and a minor project performed inside the University only.
- e). Details of course curriculum shall be prescribed on recommendation of the Faculty Council for Post Graduate Studies in science on the basis of AICTE guidelines.

4. Examinations

The Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) shall be calculated as per University rules & regulations as given below:

'O' = Outstanding, 'E' = Excellent, 'A+' = Good, 'B+' = Average, 'B' = Satisfactory, 'F' = Failed

CGPA & Grading System
Range of Marks for Grade /Points

Marks in %	Grade (G)	Grade Point (P)
96 and above	O	10
$86 \geq$ but ≤ 96	E	9
$76 \geq$ but ≤ 86	A+	8
$66 \geq$ but ≤ 76	A	7
$55 \geq$ but ≤ 66	B+	6
$50 \geq$ but ≤ 55	B	5
< 50	F	0
Absent	'ab'	0

Formula for GPA & CGPA

$$GPA = \frac{\sum C_i GP_i}{\sum C_i}$$

$$GPA = \frac{\sum C_i GP_i}{\sum C_i}$$

Where:

C_i - Credit of the subject

GP_i - Grade Point of the subject

\sum - Sum of all subjects appeared in the semester concerned for GPA

Sum of all subjects appeared during all the semesters for GPA

Distribution of marks and credits in various semesters shall be noted as below:-

Year	Semester	Paper	Paper Type	Credit	Periods/Week	Exam. Marks	Continuing Evaluation		
							Sessional	Nature	
1 st Year	I	IT 11	Theory	4	4	75	25	Class Test	
		IT 12	Theory	4	4	75	25	Class Test	
		MT 11	Theory	4	4	75	25	Class Test	
		BM 11	Theory	2	2	75	25	Class Test	
		BM 12	Theory	2	2	50	50	Class Test	
		IT 11L	Lab.-I	2	4	50	25	Assignment	
		IT 12L	Lab.-II	2	4	50	25	Assignment	
					20		450	200	650
	II	IT 21	Theory	4	4	75	25	Class Test	
		IT 22	Theory	4	4	75	25	Class Test	
		IT 23	Theory	4	4	75	25	Class Test	
		MT 21	Theory	4	4	75	25	Class Test	
		BM 21	Theory	2	2	75	25	Class Test	
		IT 21L	Lab.-III	2	2	50	25	Assignment	
IT 22L		Lab.-IV	2	2	50	25	Assignment		
				22		475	175	650	
2 nd Year	III	IT 31	Theory	4	4	75	25	Class Test	
		IT 32	Theory	4	4	75	25	Class Test	
		IT 33	Theory	4	4	75	25	Class Test	
		IT 3E1	Theory	4	4	75	25	Class Test	
		MT 31	Theory	4	4	75	25	Class Test	
		IT 31L	Lab.-V	2	4	50	25	Assignment	
		MT 31L	Lab.-VI	2	4	50	25	Assignment	
					24		475	175	650
	IV	IT 41	Theory	4	4	75	25	Class Test	
		IT 42	Theory	4	4	75	25	Class Test	
		IT 43	Theory	4	4	75	25	Class Test	
		IT 4E1	Theory	4	4	75	25	Class Test	
		MT 41	Theory	4	4	75	25	Class Test	
		IT 41L	Lab.-VII	2	4	50	25	Assignment	
IT 42L		Lab.-	2	4	50	25	Assignment		

			VIII					
				24		475	175	650
3 rd Year	V	IT 51	Theory	4	4	75	25	Class Test
		IT 52	Theory	4	4	75	25	Class Test
		IT 53	Theory	4	4	75	25	Class Test
		IT 5E1	Theory	4	4	75	25	Class Test
		IT51L	Lab.-IX	2	4	50	25	Assignment
		IT 52L	Lab.-X	2	4	50	25	Assignment
		IT 53L	Lab.-XI	2	4	50	25	Assignment
		IT 51IL	Industrial Lecture	1	2		25	Participation and Report
	IT 51P	Minor Project	2	2		25	Minor Project	
					25		450	225
	VI	IT 61S	Seminar	1	Entire Semester		25	Seminar
		IT 61P	Industrial Project	24	Entire Semester		200	Project Defense
				25			225	225
Total				140				3500

Note: One Period is of 1 Hr. duration.

5. Evaluation system for Sessional Work and Project/Dissertation:

(i) a) A ward of sessional marks shall be based on two class tests and assignments/lab-report for theory/practical and those for the seminars on presentation/participation and seminar report.

b) A ward of sessional marks for Industrial Lectures shall be based on participation and report.

c) A ward of sessional marks for Project/Dissertation shall be based on presentation of the work done to the Departmental Committee in the last week of V Semester.

d) A ward of sessional marks for Project/Seminar shall be based on presentations and two progress reports sent to the Departmental Committee during VI Semester on the respective dates arranged by the Department.

(ii) Each paper in each semester of the curriculum shall be evaluated separately as independent entity. A candidate shall be required to obtain ass marks in each paper separately.

(iii) Pass marks shall be 50% in theoretical and practical papers, individually.

(iv) For the purpose of final grading of a candidate for the M.C.A. degree, CGPA of 7 and more shall men first class and CGPA of 5 and more but less than CGPA of 7 shall mean second class.

(v) If a candidate fails to obtain pass marks in more than two subjects, he/she shall have to repeat the whole course in that semester.

(vi) If a candidate fails to obtain pass marks in not more than two papers in a semester, he/she shall be promoted to the next semester with back papers which must be cleared within two subsequent examinations of that semester in which he/she was unsuccessful. If the candidate still fails to obtain pass marks in the back papers he/she shall be declared as unfit to continue further study and his/her studentship shall be terminated.

6. Eligibility for enrolment in the Semester Examination

To be eligible to appear at any Semester Examination, a candidate shall satisfy the following conditions:

- (i) 75% attendance in the Theoretical/Practical/Seminar/Industrial Lecture/Project Work classes.
- (ii) Satisfactory Completion of sessional/seminar work.
- (iii) Clearance of all dues including those of the Hostel, If any
- (iv) Passed in the previous semester examination.

7. Publication of results

- (i) Separate mark-sheet shall be issued for every semester examination showing therein marks scored in each subject/paper in theoretical /practical/sessional etc. A final mark-sheet shall be issued at the end of the sixth semester showing the aggregate of marks obtained in each semester in all subjects/papers and the grade of the candidate on the basis of marks scored out of the total of 3500 marks.
 - (ii) There shall be no post-publication re-assessment of answer scripts which may however be scrutinized on application along with fee as may be prescribed. Such application shall not be entertained unless submitted within 10 days of date of publication of result.
8. In any case not covered under these regulations, the Vice-Chancellor shall have the power to issue clarifications and directions not inconsistent with the AICTE guidelines relating to the MCA course.

**REGULATIONS RELATING TO THE DEPARTMENT OF MANAGEMENT (MBA)
CONDUCTING MASTER OF BUSINESS ADMINISTRATION (MBA) WITH DUAL
SPECIALIZATION UNDER THE FACULTY COUNCIL FOR PG STUDIES IN ARTS
COMMERCE AND LAW**

1. These regulations shall be called the regulations relating to the Department of Management (MBA) conducting Master of Business Administration (MBA) and shall be subject to the Acts/statutes/ordinances of the University and shall be under the Faculty for PG studies in Arts Commerce and Law.
2. The course shall be conducted and administrated by the Department of Management (MBA).

3. Eligibility

A candidate with a recognized bachelor's degree of minimum three years duration obtained in any discipline is eligible through valid scores in **CMAT /MAT / CAT /ATMA / JMET / XAT/WBJEMAT** or **NBUMAT** (to be conducted by the Department of Management, NBU) followed by Group Discussion, Extempore, Essay writing and Personal Interview. Graduates (except Graduates in Fine Arts of Performing Arts) are eligible to apply.

Students in the final year of bachelor's degree and also who have appeared in their final term of examination in their graduation are permitted to apply and participate in the selection process, but those candidates whose results are awaited on the date of admission will be provisionally admitted to the MBA programme.

However, the provisional studentship of a student will be cancelled if he or she does not clear his or her graduation before the commencement of MBA classes, and the university authority will not be liable to refund their fees or any other charges whatsoever, under any circumstances.

4. Fees

Rs. 40,000/- per semester for general candidates and Rs. 80,000/- per semester for NRI / Sponsored candidates. The fee shall cover tuition, study materials, computer aids only. In addition to the above fees, a student shall have to bear their own expenses during summer training, shall pay examination fees @ 600/- per semester and the University Registration fee (in case of Graduates of other Universities). They shall also pay the Library caution deposit of Rs. 500/- and such other fees/revised fees as the University may decide. Pursuing MBA students have to submit the Semester Fees within two (02) weeks of declaration of the previous semester result.

5. Selection of Students

The student shall be selected for admission on the basis of merit from the list prepared by State/National Level Entrance Examination(s) following UGC /State Govt. guidelines. In case of vacancy, NBU MAT may be conducted simultaneously.

6. Syllabus

The syllabus with titles of each paper shall be prescribed separately on recommendation of the Faculty Council for PG Studies in Arts, Commerce and Law.

7. The curricular work leading to the MBA Course shall be distributed over two years in four semesters, each of fifteen to sixteen weeks' duration. There shall be 31 papers (including 02 electives) of 100 marks (3 credits) each, including internal evaluation.

8. The Summer Internship Project Evaluation shall be of 200 marks. The project report shall be submitted before the commencement of the 3rd semester examination. The evaluation shall be as follows:

8.1 Summer Internship Project Report Evaluation: Course 305-150 marks

8.2 Viva Voce: Course 305-50 marks

9. In third and fourth semester, a candidate shall study two papers from each specialization.

10. The Entrepreneurship development project report of 4th semester shall comprise of the following:-

10.1 Entrepreneurship development project evaluation (course-405) : 50 marks

10.2 Entrepreneurship development project viva voce & presentation:

10.2.1 Evaluated by industry experts (course 405): 25 marks.

10.2.2 Internal evaluation (course 405): 25 marks

11. Computer application in management paper of 100 marks in the 1st semester shall consist of 75 marks in theory (University Examination) and 25 marks in practical (internal evaluation).

12. Evaluation

12.1 A candidate shall be declared to have passed MBA examination if he/she secures 40% or more of total marks in each paper of every semester examination as well as in the internal evaluation of each paper. A student shall also complete his/her summer Project and the same shall be submitted in due time as may be notified by the department.

12.2 Candidates who fail in not more than three paper/courses (including Project) in a semester examination shall be promoted to the next semester and they shall be allowed to appear in supplementary examination in the failed (back) papers/ courses in the two consecutive semester examinations of same standard. Those failing in more than three papers/courses shall get two more chances to repeat the entire course as casual candidates in the immediately following examination on payment of only the examination fee. Candidates failing to clear the back paper/ courses in two consecutive attempts shall be reverted to the semester in which the candidate failed to pass in those papers, and such candidates, if they wish to continue studies, shall have to take readmission in the semester concerned on payment of all fees. However, a candidate shall have to clear all papers for completing the MBA course within four academic sessions of his / her admission to the course.

12.3 University Examination: The end semester examination should be of 75 marks, except Course nos. 305 and 405.

Internal Evaluation: A wide grange of methods of instruction such as case studies, lectures, group & individual exercises, class assignments, presentations, role play, management games etc. shall be included in the student evaluation as a continuous process. The Internal Evaluation is of 25 marks. Division of marks shall be as shown below:-

12.3.1 Class Assignments: 10 marks

12.3.2 Attendance and Class Participation : 5 marks

12.3.3 Case studies, lectures, group & individual exercises, class assignments, presentation, role play, management games etc: 10 marks

Evaluation for Course 305 and 405 has already been mentioned in clause 8 and clause 10 respectively. The internal evaluation shall be done by the faculty member(s) concerned teaching the respective course/paper.

13. Course structure under CBCS: The MBA programme shall have two types of courses viz. Core Subjects and Elective Subjects. A student is compulsorily required to take the core subjects as part of the core requirement of MBA Programme. Elective subjects can be chosen from a pool of courses offered by the department, Students can choose the electives from the courses which will enhance the thoughtful understanding of the subject or provide exposure to other inter-disciplines subject areas, A course code has been denoted with an alpha-numeric symbol signifying the programme name, semester, area and the serial number of the subject under the particular semester. Core subjects have been defined with the Numeric number and Elective subjects have been prefixed with the letters E followed by numeric number.

14. Programme Administration: In order to complete the MBA Programme, a student is required to pursue 100credits/or 3300Marks from the different areas along with Core subjects, Elective subjects and two compulsory special courses viz. (i) Summer Internship Project, Viva-voce and Presentation carry a total of 6 credits & (ii) Entrepreneurship Development Project, Viva-voce and Presentation carry a total of 4 credits.

14.1 The Credit distribution for the MBA Programme is as follows:-

Each of the subjects in the identified areas carries 3 Credits which is equivalent to 100 Marks.

14.1.1 20 core subjects in the identified areas carries 3 Credits which is equivalent to 100 Marks.

14.1.2 Dual Specializations: Four (04) subjects from each specialization i.e. Marketing Management, Financial Management, Human Resource Management and Systems & Operations Management. Therefore, total dual specialization subjects are of 08 (eight) & Total Credit is of 24 ($8 \times 3 = 24$) credits.

14.1.3 Two (02) Elective Subjects, total is 6 credits ($2 \times 3 = 6$).

14.1.4 Summer Internship Project, Viva-voce and Presentation carries total 6 credits/ or 200 Marks. (Project Report evaluation 150 Marks & Project Viva-voce and Presentation 50 marks).

14.1.5 Entrepreneurship Development Project (EDP) comprising of a project report, Viva-voce and Presentation will Carry a total of 4 credits or 100 Marks. (Project Report 50 Marks. Viva-voce & Presentation: By Industry Expert 25 Marks & by Internal Examiner 25 Marks).

14.1.5 Lecture 1 credit.

14.1.6 Preparation of Project report 1 Credit.

14.1.7 Industry Consultation 1 credit.

14.1.7 Preparation of Presentation 1 credit.

14.2 The other details relating to the MBA Programme based on the Choice Based Credit System (CBCS) are as follows:-

14.2.1 Each subject carries 100 marks of which 25% will be reserved for Internal Assessment for all theoretical courses and the remaining 75% will be for University examination. Internal Assessment will be made during the semester on the basis of attendance (20%) and assignment / class test / viva / presentation etc. (80%).

14.2.2 The elective subjects to be offered to the students will be decided in every semester by the Departmental Committee.

14.2.3 All the students will have to undergo Summer Internship Project (SIP) of 6 to 8 weeks duration with an industrial/business/service/social organization by taking up a project study. The SIP report will carry 150 Marks and the viva voce to be conducted on the SIP will carry 50 Marks.

14.2.4 All issues relating to programme administration in the CBCS will be governed by the decision of the departmental committee and the existing rules and regulations of the university.

14.2.5 The Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) shall be calculated as per university rules & regulations.

CGPA & Grading System
Range of Marks for Grade/Points

Marks in %	Grade (G)	Grade Point (P)
85 and above	O (Outstanding)	10
70 ≥ but < 85	A+(Excellent)	9
60 ≥ but < 70	A (Very Good)	8
55 ≥ but < 60	B+ (Good)	7
50 ≥ but < 55	B (Above Average)	6
45 ≥ but < 50	C (Average)	5
40 ≥ but < 45	P (Pass)	4
<40	F (Fail)	0
Absent	'ab'	0

Computation of SGPA and CGPA

The SGPA (Semester Grade Point Average) is the ratio of sum of the product of the number of credits with grade points scored by a student in all courses taken by a student and the such of the number of credits of all the courses undergone by a study, i.e. $SGPA (S_k) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ Where C_i is the number of credits in i th course and G_i is the grade point scored by the student in the i th course of the k th semester (S_k).

The CGPA (Cumulative Grade Point Average) is also calculated in the same manner taking into account of all the courses taken by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ Where S_i the SGPA scored by a student in the i th semester and $\sum C_i$ is the total number of credits in all semesters.

15. For final / fourth semester, special supplementary examinations will be conducted in the next upcoming semester along with the regular candidates.

16. 50 Lecture hours including continuous evaluation, in the from of class tests, assignment etc. is allotted for each paper.

17. A student must have to fulfill-minimum 75% class attendance in each subject for appearing in the University Examination.

REGULATIONS RELATING TO 2 SEMESTER BACHELOR OF LIBRARY & INFORMATION SCIENCES (B.Lib.I.Sc) UNDER CBCS-2017

1. Curricular Work

- a. The academic programme to be pursued during the course will be as follows.
 - I. 20 Papers including Theory and Practice
 - II. Project work
 - III. Viva Voce
- b. Each Theoretical, Practical, Tutorial paper, Project work, Viva Voce will carry “CREDIT” according to the number of hours devoted per week as indicated in the following table.

Paper	No. of hours/week	Credit assigned
Theoretical	3	3
Practical	2 hrs x 2 days	2

- c. 3 lecture hours per week shall be allotted to each theoretical paper of 45 marks. 4 contact hours per week shall be allotted to each practical paper of 50 marks (2 credits). The total credit to be earned to complete the B.Lib.I.Sc course will be 52.
- d. There are 18 core papers (CC) and 2 optional papers (OC) in this B.Lib.I.Sc course. The students may complete their optional papers (OC) in other departments of the university in their respective semesters.

2. Evaluation

The system of evaluation shall be based on (a) written examination, (b) continuing Evaluation and (c) practical examination wherever applicable.

For the purpose of continuing evaluation, the assignments with at least 25% of the total Marks (unless otherwise prescribed by the Faculty Council) shall be prescribed by the P.G Board of Studies of the Dept.

- (a) In case of comprehensive viva-voce, the teachers of the department, and ordinarily one Expert recommended by the Board of Studies shall constitute the Board.
- (b) One copy of seminar paper/term paper shall have to be submitted by a student in Prescribed format as and when instructed by the respective class teacher.

3. Examination

- a. The examinations for the B.Lib.Sc course shall at the end of each semester (ESE). At the end of each semester, an examination of the paper covered in that semester will be held. The schedule of a semester examination and the credits to be earned will be according to the course structure given in the syllabus.
- b. In any semester, the study break between the completion of regular classes and the commencement of semester examination will generally be a maximum of seven (7) calendar days. A student earns the credit assigned to a paper when she/he passes in that paper according to the criteria stated below.
- c. A candidate shall eligible for appearing at any of the examinations provided she/he prosecutes a regular course of studies in the Department of Library and Information Science and attends at least 75% of the total number of theoretical classes (including tutorial) and practical classes (including supporting theoretical classes, if any) separately held during the semester.

d. Each theoretical paper shall be of 50 marks. Comprising 05 marks for Teacher’s Assessment (TA) and 45 marks in End Semester Examination (ESE). TA will form the attendance component of the marks.

e. Teacher’s assessment will be based on marks for attendance as follows:

Attendance	Marks
75%	1
> 75% ≤ 85%	2
> 85% ≤ 90%	3
> 90% ≤ 95%	4
95%	5

f. Duration of end semester examination of a theoretical paper carrying 3 credits will be of 3 hours duration.

g. Theoretical papers shall ordinarily be set by internal examiner only.

h. Theoretical scripts shall be ordinarily be examined by internal examiners.

i. The performance of a student in a paper (Theory/Practical) and project/study report will be evaluated on the basis of marks (TA+ESE) secured in each subject in terms of a letter ‘G’(Grade and ‘GP’ (Grade Point) earned by the student. The equivalence between Grade, Grade point and the percent of marks (Out of notional full marks) is tabulated below:

Table 1: Grades and Grade Points

Percentage of Marks (%)	Letter Grade	Grade Point
85 and above	O (Outstanding)	10
70 ≥ but < 85	A+ (Excellent)	9
60 ≥ but < 70	A (Very Good)	8
55 ≥ but < 60	B+ (Good)	7
50 ≥ but < 55	B (Above Average)	6
45 ≥ but < 50	C (Average)	5
40 ≥ but < 45	P (Pass)	4
<40	F (Fail)	0
Absent	‘ab’	0

Grade ‘F’ also implies failure to earn the corresponding credit. Grades higher than ‘F’ and Grade Points greater than 0 indicate successful clearing of a subject which will ensure earning of the corresponding Grade Point (P) and the Credit (C) assigned to that unit.

Each subject/paper will carry credit according to the number of hours devoted per week and obtained by the following calculations:

$$\text{Credit (C)} = [L + (T + P)/2]$$

Where, L = Theoretical Hours, T = Tutorial Hours, P = Practical Hours

j. In any paper/subject, if a student is unable to secure a grade higher than ‘F’, that is grade point greater than zero; she/he fails to earn any ‘credit’ assigned to that paper/subject.

k. The overall performance of a candidate in a particular semester examination (jth, j = 1, 2), who earns all the credit of that semester in one chance, will be assessed by the Semester Grade Point Average (SGPA) ‘S’ to be computer as

$$SGPA [S^{(j)}] = \sum P_i^{(j)} C_i^{(j)} / \sum c_i^{(j)}$$

Where summations are over the Grade Points and Credits earned in the examination of the Jth Semester. C_i may be the credit associated with a Theoretical or a tutorial or a practical paper or project work and P_i is the corresponding grade points earned in the Jth semester.

1. On completion of the B.Lib.I.Sc Course the overall performance of a candidate will be assess by the ‘Cumulative Grade Point Average’ (CGPA) to be computes from

$$CGPA = \sum S^{(j)} C^{(j)} / \sum C^{(j)}$$

For a student who earns all the credits of the course in single chance; and from

$$CGPA = \sum [P_k C_k] / 52$$

For a student who completes the B.Lib.I.Sc course in more than four semesters as per Regulations, where P_k is the grade point earned in a unit carrying C_k credits the summation is over all the papers of the B.lib.I.Sc course.

m. Each candidate shall have to submit seminar/ project/ dissertation report assigned to her/him ten days before commencement of semester examinations. The assessment of this paper shall ordinarily be done by the Internal Examiner.

n. The 2nd Semester classes will begin within ten (10) days after the completion of the First Semester Examinations.

o. If a student who earns at least 20 credits in a semester examination will be allowed to continue in the next semester.

p. If a student earns less than 20 credits in a Semester examination, he/she will be deemed to have failed in that semester examination. The promotional status of the candidate will be shown as ‘F’ in the grade card meaning that the candidate has failed in the semester and is ineligible for promotion to the next higher semester and has to apply for readmission to the same semester next year.

q. The ‘back’ credits of a semester will have to be earned in the Supplementary examination as mandated by the University authority. The candidate will have two such additional chances (a total of 3 chances) to earn the due credits in the next two consecutive academic sessions in the examinations of the particular semester. The candidate is not required to attend the classes corresponding to back credits.

r. For a student who fails to earn all the credits of a semester but gets promoted to the next semester by virtue of earning at least 20 credits, the promotional status of the candidate will be shown as ‘Q’ in the grade card meaning the candidate is eligible for provisional promotion to the next semester with a pre-condition that the backlogs have to be cleared in the subsequent Supplementary examinations.

s. In order to complete the B.Lib.I.Sc course, a student will have to earn 52 credits within three years or three consecutive academic session from the date of first admission. A student who fails to earn all the credits of the B.Lib.I.Sc course within the allowed chances will not be permitted to pursue the course.

t. A candidate who remains absent in any paper(s). he/she will have to accumulate back credits in that papers within prescribed chance mentioned in clause ‘q’.

u. A candidate who completes the B.Lib.I.Sc course in more than 2 semesters will be deprived of his/her position in order of merit but will be awarded the CGPA she/he earns.

v. A Consolidated Grade Sheet, showing the combined results of 2 semester examinations of B.Lib.I.Sc course will be issued to a candidate after he/she successfully earns all the credits of the course within two

semesters. Those who will complete the course in more than two semesters will have to apply for the consolidated grade sheet by submitting attested copies of all her/his semester grade sheets.

w. A candidate who completes 1st semester of B.Lib.I.Sc course but did not admit him/her in the 2nd semester or did not attend any classes of 2nd semester for a valid reason, will have to earn 75% of class attendances and stipulated credits within the stipulated time mentioned in clause 'q'.

3. A. Written examination

The total marks for each test shall be divided into equally balanced courses.

a. The questions for each course shall ordinarily be divided into two types:

1. Essay/Long answer type/critical question type.
2. Short answer type/problem oriented questions/explanations.

b. Candidates may apply for post-publication scrutiny of all the papers (theoretical only) of each semester on payment of fees to be prescribed by rules within ten days from the date of dispatch of mark sheets from the office of the Controller of Examinations.

c. Ordinarily Internal experts to be recommended by the respective Board of Post-graduate studies shall do the Post-publication scrutiny.

d. The Board of Studies shall recommend a panel of names to act as paper-setters, examiners, and moderators for written, practical examinations and supplementary, if any/project work and examiners for post-publication scrutiny. In addition, the Board shall recommend one or more teachers from the Department to act as scrutinizer(s).

e. The Board of moderators, to be constituted for each semester, shall moderate the questions set by the paper-setters in order to ensure that the questions are in conformity with the stipulations mentioned in Ordinance 6(1) and 6(2) and that the students are required to answer questions of all types. Topics on which questions were set last year may also be considered for setting the question paper for the current year. The Board of moderators shall consist of the following members:

- i. Head of the Department (Chairman).
- ii. One external expert, for each Board.
- iii. Internal teachers to be recommended by the Board of post-graduate Studies.

Two members shall form the quorum.

If the Board of moderators feels that the questions have not covered the syllabus, the Board may set questions from those parts that have not been covered.

REGULATIONS RELATING TO 4 SEMESTER MASTER OF LIBRARY & INFORMATION SCIENCES (M.Lib.I.Sc) UNDER CBCS

1. Curricular Work

a. The academic programme to be pursued during the course will be as follows.

- I. 16 Papers including Theory and Practice
- II. Seminar
- III. Viva Voce

b. Each Theoretical, Practical, Tutorial paper, Seminar, Viva Voce will carry “**CREDIT**” according to the number of hours devoted per week as indicated in the following table.

Paper	No of hours/week	Credit assigned
Theoretical and Tutorial	3 + 1	4
Practical	2 hrs x 4 days	4

c. 3 lecture and I tutorial hours per week shall be allotted to each theoretical paper of 75 marks. 4 contact hours per week shall be allotted to each practical paper of 75 marks (2 credits). The total credit to be earned to complete the course will be 64.

d. There are 12 core papers (CC) and 4 optional papers (OC) in this course. The students may complete their optional papers (OC) in other departments of the university in their respective semesters.

2. Evaluation

The system of evaluation shall be based on (a) written examination, (b) continuing Evaluation and (c) practical examination wherever applicable.

For the purpose of continuing evaluation, the assignments with at least 25% of the total Marks (unless otherwise prescribed by the Faculty Council) shall be prescribed by the P.G Board of Studies of the Dept.

(a) In case of comprehensive viva-voce, the teachers of the department, and ordinarily one expert recommended by the Board of Studies shall constitute the Board.

(b) One copy of seminar paper/term paper shall have to be submitted by a student in prescribed format as and when instructed.

(c) Two copies of dissertations in 4th Semester shall have to be submitted ordinarily one month after the last date of written examination of the End Semester Examination (ESE). Failure to comply with the date of submission shall be treated as absence in that examination.

The marks obtained in the Term paper, Seminar paper, Group discussion, Research Report and similar assignments shall be separately indicated in the mark sheet along with the marks obtained in the written and practical examinations.

Respective P.G. Board of Studies shall decide evaluation systems for tutorials/ Class tests.

3. Examination

a. The examinations for the course shall at the end of each semester (ESE). At the end of each semester, an examination of the paper covered in that semester will be held. The schedule of a semester examination and the credits to be earned will be according to the course structure given in the syllabus.

b. In any semester, the study break between the completion of regular classes and the commencement of semester examination will generally be a maximum of seven (7) calendar days. A student earns the credit assigned to a paper when she/he passes in that paper according to the criteria stated below.

c. A candidate shall eligible for appearing at any of the examinations provided she/he prosecutes a regular course of studies in the Department of Library and Information Science and attends at least 75% of the total number of theoretical classes (including tutorial) and practical classes (including supporting theoretical classes, if any) separately held during the semester.

d. Each theoretical paper shall be of 100 marks. Comprising 25 marks for Teacher's Assessment (TA) and 75 marks in End Semester Examination (ESE). TA will form the attendance component of the marks.

e. Teacher's assessment will be divided ordinarily in to three components- Attendance (5 marks), Group discussion (5 marks), and class test (15 marks). Marks of each class test will be awarded by conduction tests as recommended by the Board of Studies. Marks for attendance will be divided as:

Attendance	Marks
75%	1
> 75% ≤ 85%	2
> 85% ≤ 90%	3
> 90% ≤ 95%	4
95%	5

f. Duration of end semester examination of a theoretical paper carrying 4 credits will be of 3 hours duration.

g. Theoretical papers shall ordinarily be set by internal examiner only.

h. Theoretical scripts shall be ordinarily be examined by internal examiners.

i. The performance of a student in a paper (Theory/Practical) and project/study report will be evaluated on the basis of marks (TA+ESE) secured in each subject in terms of a letter 'G'(Grade and 'GP' (Grade Point) earned by the student. The equivalence between Grade, Grade point and the percent of marks (Out of notional full marks) is tabulated below:

Table 1: Grades and Grade Points

Percentage of Marks (%)	Letter Grade	Grade Point
85 and above	O (Outstanding)	10
70 ≥ but < 85	A+ (Excellent)	9
60 ≥ but < 70	A (Very Good)	8
55 ≥ but < 60	B+ (Good)	7
50 ≥ but < 55	B (Above Average)	6
45 ≥ but < 50	C (Average)	5
40 ≥ but < 45	P (Pass)	4
< 40	F (Fail)	0
Absent	'ab'	0

Grade 'F' also implies failure to earn the corresponding credit. Grades higher than 'F' and Grade Points greater than 0 indicate successful clearing of a subject which will ensure earning of the corresponding Grade Point (P) and the Credit (C) assigned to that unit.

Each subject/paper will carry credit according to the number of hours devoted per week and obtained by the following calculations:

$$\text{Credit (C)} = [L + (T+P)/2]$$

Where, L = Theoretical Hours, T = Tutorial Hours, P = Practical Hours

j. In any paper/subject, if a student is unable to secure a grade higher than 'F', that is grade point greater than zero; she/he fails to earn any 'credit' assigned to that paper/subject.

k. The overall performance of a candidate in a particular semester examination (j^{th} , $j = 1, 2$), who earns all the credit of that semester in one chance, will be assessed by the Semester Grade Point Average (SGPA) 'S' to be computed as

$$\text{SGPA } [S^{(j)}] = \sum P_i^{(j)} C_i^{(j)} / \sum C_i^{(j)}$$

Where summations are over the Grade Points and Credits earned in the examination of the J^{th} Semester. C_i may be the credit associated with a Theoretical or a tutorial or a practical paper or project work and P_i is the corresponding grade points earned in the J^{th} semester.

1. On completion of the Course the overall performance of a candidate will be assessed by the 'Cumulative Grade Point Average' (CGPA) to be computed from

$$\text{CGPA} = \sum S^{(j)} C^{(j)} / \sum C^{(j)}$$

For a student who earns all the credits of the course in single chance; and from

$$\text{CGPA} = \sum [P_k C_k] / 64$$

For a student who completes the course in more than four semesters as per Regulations, where P_k is the grade point earned in a unit carrying C_k credits the Summation is over all the papers of the course.

m. The assessment of this paper shall be done by a Board of Examiners consisting of at least (ordinarily one shall be External Examiner).

n. The 2nd 3rd and 4th semester classes will begin within ten (10) days after the completion of the First Semester Examinations.

o. A student who earns at least 12 credits in a semester examination will be allowed to continue in the next semester.

p. If a student earns less than 12 credits in a Semester examination, he/she will be deemed to have failed in that semester examination. The promotional status of the candidate will be shown as 'F' in the grade card meaning that the candidate has failed in the semester and is ineligible for promotion to the next higher semester and has to apply for readmission to the same semester next year.

q. The 'back' credits of a semester will have to be earned in the Supplementary examination as mandated by the University authority. The candidate will have two such additional chances (a total of 3 chances) to earn the due credits in the next two consecutive academic sessions in the examinations of the particular semester. The candidate is not required to attend the classes corresponding to back credits.

r. For a student who fails to earn all the credits of a semester but gets promoted to the next semester by virtue of earning at least 12 credits, the promotional status of the candidate will be shown as 'Q' in the

grade card meaning the candidate is eligible for provisional promotion to the next semester with a pre-condition that the backlogs have to be cleared in the subsequent Supplementary examinations.

s. In order to complete the course, a student will have to earn 64 credits within three years or three consecutive academic session from the date of first admission. A student who fails to earn all the credits of the course within the allowed chances will not be permitted to pursue the course.

t. A candidate who remains absent in any paper(s). he/she will have to accumulate back credits in that papers within prescribed chance mentioned in clause 'q'.

u. A candidate who completes the course in more than 4 semesters will be deprived of his/her position in order of merit but will be awarded the CGPA she/he earns.

v. A Consolidated Grade Sheet, showing the combined results of 4 semester examinations of course will be issued to a candidate after he/she successfully earns all the credits of the course within two semesters. Those who will complete the course in more than four semesters will have to apply for the consolidated grade sheet by submitting attested copies of all her/his semester grade sheets.

w. A candidate who completes 1st semester of course but did not admit him/her in the 2nd, 3rd and 4th semester or did not attend any classes of 2nd 3rd and 4th semester for a valid reason, will have to earn 75% of class attendances and stipulated credits within the stipulated time mentioned in clause 'q'.

3. A. Written examination:

The total marks for each test shall be divided into equally balanced courses.

a. The questions for each course shall ordinarily be divided into two types:

1. Essay/Long answer type/critical question type.
2. Short answer type/problem oriented questions/explanations.

b. Candidates may apply for post-publication scrutiny of all the papers (theoretical only) of each semester on payment of fees to be prescribed by rules within ten days from the date of dispatch of mark sheets from the office of the Controller of Examinations.

c. Ordinarily Internal experts to be recommended by the respective Board of Post-graduate studies shall do the Post-publication scrutiny.

d. The Board of Studies shall recommend a panel of names to act as paper-setters, examiners, and moderators for written, practical examinations and supplementary, if any/project work and examiners for post-publication scrutiny. In addition, the Board shall recommend one or more teachers from the Department to act as scrutinizer(s).

e. The Board of moderators, to be constituted for each semester, shall moderate the questions set by the paper-setters in order to ensure that the questions are in conformity with the stipulations mentioned in Ordinance 6(1) and 6(2) and that the students are required to answer questions of all types. Topics on which questions were set last year may also be considered for setting the question paper for the current year. The Board of moderators shall consist of the following members:

- i. Head of the Department (Chairman).
- ii. One external expert, for each Board.
- iii. Internal teachers to be recommended by the Board of post-graduate Studies.

Two members shall form the quorum.

If the Board of moderators feels that the questions have not covered the syllabus, the Board may set questions from those parts that have not been covered.

Regulations relating to the Bachelor, Diploma, Vocational and Certificate Courses in the Centre for Innovative Studies from the Academic Session 2018-2019 (Under CBCS)

1. These Regulations shall be called the Regulations relating to the Bachelor, Diploma, Vocational and Certificate Courses in the Centre for Innovative Studies from the Academic Session 2018-2019.

The “**Centre for Innovative Studies**” shall conduct Under Graduate/Post Graduate Programme leading to Degree/Diploma/P.G. Diploma/Certificate course in Technical, Management & General disciplines. The centre may also introduce add-on training courses, skill development and vocational programmes to its students and others to make them prepare suitably for their development. Appropriate Degree, Diploma, P.G. Diploma and Certificate shall however be conferred and provided by the University of North Bengal.

2. There shall be an Advisory Committee comprising with seven members (four members from the University and three members from the Techno Academia) in the Centre for Innovative Studies headed by the Vice-Chancellor, NBU as its Chairman, and Registrar, University of North Bengal as the Member Secretary shall monitor the entire activities of “Centre for Innovative Studies”. The Member Secretary shall convene Meeting and issue the Decisions of the AC to TECHNO for execution.

The Advisory Committee shall have the powers to monitor proper functioning and management of the “**Centre for Innovative Studies**” and shall issue such guidelines and instructions as may be necessary to meet the objectives. The tenure of the Advisory Committee will be three years from the date of constitution of the Advisory Committee. Renewal and continuation of the Advisory Committee and Members incorporation and depart of any Member shall be sole discretion of the Chairman of the Committee.

The Advisory Committee shall/may organize Quarterly meeting for the betterment of the “**Centre for Innovative Studies**”.

The recruitment of manpower in all respect shall be the absolute discretion of the Management of “**TECHNO**”. However, no compromise may be allowed regarding qualification, knowledge and quality in this respect. The requirement of number of teaching posts for each programme shall be inspected by the respective officer to be decided by the Vice-Chancellor. Compliance of such requirement of teachers is mandatory.

All the academic programmes shall be pursued through Choice Based Credit system (CBCS) model as the University of North Bengal has introduced CBCS at the Under Graduate level in 2018-19 session and Post Graduate/Diploma Programmes in 2017-2018 session.

The “**NBU**” shall take the responsibility of conducting the examinations, issuing mark sheets and certificates strictly in accordance with the UGC Regulations. Respective Authorities, office of the Controller of Examinations, in consultation with the Registrar shall assist accordingly to issue registration, and to conduct Examinations and issue Mark Sheets and Certificates. The Member Secretary of the Advisory Committee shall constitute a task force to conduct Admission, Registration and Examinations of the Centre for Innovation Studies. The task force shall work under the Direction and Control of the Registrar and Controller of Examinations.

3. **Courses and subjects:**

A) Degree Courses :

1. Bachelor Degree in Commerce (B. Com.) – **Both Honours program and General program**
2. Bachelor Degree in Business Administration (BBA) – Honours program

3. Bachelor Degree in Computer Applications (BCA) – Honours program
4. Bachelor Degree in Hospitality and Tourism Management
5. Bachelor Degree in Hospitality Administration
6. BBA in Financial Markets

B) Diploma Courses :

1. Diploma in Paramedical and Health Administration
2. Diploma in Income Tax Procedure and Practice
3. Diploma in Income Tax

C) Certificate Courses :

1. Certificate course in Computer Application
2. Certificate course in Office Management
3. Certificate course in E-Commerce
4. Certificate course in Computer Graphics, Animation Multimedia & Web designing
5. Certificate course in Advertising and Sales Management
6. Certificate course in Retail Sales Management
7. Certificate course in Office Management and Secretarial Management
8. Certificate course in Taxation Practice and Tally
9. Certificate course in Foreign Languages

D) Vocational Courses :

1. 1 Year Diploma in Capital Markets
2. 2 Years Advanced Diploma in Capital Markets
3. 3 Years Bachelor Degree (B. Voc.) in Capital Markets

Other than above any additional courses may be incorporated in consultation with the Advisory Committee.

4. The intake capacity for various courses is furnished below :

SN.	Course	Intake Capacity
i.	Degree	60 Students
ii.	Diploma	60 Students
iii.	Certificate	30 Students
iv.	Vocational	60 Students

5. **COURSE STRUCTURE**

(a) The **DEGREE HONOURS PROGRAM** course shall be designed as having 140 credits delivered in six (06) semesters.

(b) The **DEGREE GENERAL PROGRAM** course shall be designed as having 120 credits delivered in six (06) semesters.

(c) The **DIPLOMA PROGRAM** course shall be designed as having 40 credits delivered in two (02) semesters.

(d) The **CERTIFICATE PROGRAM** course shall be designed as having 20 credits delivered in one (01) semester.

(e) The **VOCATIONAL PROGRAM** course shall be designed as having 40/80/120 credits delivered in two/four/six (02/04/06) semesters respectively.

OUTLINES OF CHOICE BASED CREDIT SYSTEM (CBCS):

- [1] **Discipline specific Core Course (DSC):** The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
- [2] **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
- i) **Discipline Specific Elective (DSE) Course:** An Elective course offered under the main discipline/subject of study is referred to as Discipline specific Elective.
- ii) **Generic Elective (GE) Course:** An Elective course chosen from an unrelated discipline / subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective, The purpose of this category of this courses is to offer the students the option to explore disciplines of interest beyond the choices they make in core and Discipline Specific Elective courses.
- [3] **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement courses (SEC).
- i) **Ability Enhancement Compulsory Courses (AECC):** These courses are based upon the content that leads knowledge enhancement, (1) Environmental Science and (2) English/ any Communication Languages are set as examples in degree courses.
- ii) **Skill Enhancement Courses (SEC):** These courses may be chosen from a pool of courses designed to provide value-based and /or skill-based knowledge and should contain both theory and laboratory/hands on training/field work. The prime purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.
- [4] **Practical/Tutorial:** Practical means laboratory or field exercises in which student has to do experiments or other practical work of two hour duration. Tutorial means special, elaborate instructions on specific topics from lectures for doubt clearing and others.
- [5] **Different Programs with Credit details:**
- For the purpose of specifying credit distribution, following five components are used:
1. Theory (T)
 2. Laboratory (L)
 3. Training (Trg)
 4. Project (P)
 5. Comprehensive Viva Voce (V)

A) Undergraduate degree with Honours –

Sl.	Program Name	Course Type	Course type wise credit	Program Credit
1	B. Com Honours	a. Discipline Specific Core Course (DSC) – 14 Courses : 13 theory courses without Lab and 1 theory course with Lab	84 [13x6 + 1x4] (T) + [1 x 2](L)	140
		b. Discipline Specific Elective Course (DSE) – 4 theory courses without Lab OR 3 theory courses without Lab and 1 theory course with Lab	24 [4 x 6] (T) OR [3 x 6 + 1 x 4] (T) + [1 x 2] (L)	
		c. Generic Elective Course (GE) – 4 theory courses	24 [4 x 6] (T)	
		d. Ability Enhancement Compulsory Course (AECC) – 2 theory courses	4 [2 x 2] (T)	
		e. Skill Enhancement Course (SEC) – 2 theory courses.	4 [2 x 2] (T)	
2	B. B. A. Honours	a. Discipline Specific Core Course (DSC) – 14 Courses : 13 theory courses without Lab and 1 theory course with Lab	84 [13x6 + 1x4] (T) + [1 x 2](L)	140
		b. Discipline Specific Elective Course (DSE) – 4 theory courses. They are to be chosen from a particular group. Based on the group Candidate's specialization will be decided. For example, if 4 courses are chosen by a candidate from DSEs specified in FINANCE group then FINANCE.	24 [4 x 6] (T)	
		c. Generic Elective Course (GE) – 4 theory courses	24 [4 x 6] (T)	
		d. Ability Enhancement Compulsory Course (AECC) – 2 theory courses	4 [2 x 2] (T)	
		e. Skill Enhancement Course (SEC) – 2 theory courses	4 [2 x 2] (T)	
3	B. C. A. Honours	a. Discipline Specific Core Course (DSC) – 24 courses : 14 theory courses and 10 Lab courses	84 [10x4 + 4x6] (T) + [10 x 2] (L)	140
		b. Discipline Specific Elective Course (DSE) – 5 courses – 3 theory courses, 1 lab course and 1 Project course.	24 [2 x 6 + 1 x 4] (T) + [1 x 2] (L) + [1 X 6] (P)	
		c. Generic Elective Course (GE) – 4 theory courses	24 [4x6] (T)	
		d. Ability Enhancement Compulsory Course (AECC) – 2 theory courses	4 [2 x 2] (T)	
		e. Skill Enhancement Course (SEC) – 2 theory courses.	4 [2 x 2] (T)	

B) Undergraduate degree Program –

Sl	Program Name	Course Type	Course type wise credit	Program Credit
1	B. Com	a. Discipline Specific Core Course (DSC) and Language Core Course (LCC) – 12 core courses : 8 DSCs and 4 LCCs	72 [8 x6 + 4x6] (T)	120
		b. Discipline Specific Elective Course (DSE) – 4 theory courses without Lab OR 3 theory courses without Lab and 1 theory course with Lab	24 [4 x 6] (T) OR [3 x 6 + 1 x 4] (T) + [1 x 2] (L)	
		c. Generic Elective Course (GE) – 2 theory courses	12 [2 x 6] (T)	
		d. Ability Enhancement Compulsory Course (AECC) 2 theory courses	4 [2x 2] (T)	
		e. Skill Enhancement Course (SEC) – 4 Courses : 3 theory courses without Lab and 1 theory course with Lab	8 [3 x 2 + 1 x 1] (T) + [1 x 1] (L)	
2	Bachelor Degree in Hospitality and Tourism Management	a. Discipline Specific Core Course (DSC) – 35 courses : 19 theory courses and 16 Lab courses	75 [5x3 + 14x2] (T) + [16 x 2](L)	120
		b. Discipline Specific Elective Course (DSE) – 4 theory courses	11 [1 x 2 + 3 x 3] (T)	
		c. Generic Elective Course (GE) – 2 theory courses	5 [1 x 2 + 1 x 3] (T)	
		d. Ability Enhancement Compulsory Course (AECC) 2 theory courses	5 [1x2 + 1x3](T)	
		e. Skill Enhancement Course (SEC) – 4 courses – 2 theory courses and 2 courses on Industrial Training.	24 [2 x 2] (T) + [2 x 10] (Trg)	
3	Bachelor Degree in Hospitality Administration	a. Discipline Specific Core Course (DSC) – 32 courses :16 theory courses and 16 Lab courses	71 [7x3 + 9x2] (T) + [16 x 2] (L)	120
		b. Discipline Specific Elective Course (DSE) – 7 courses: 5 theory courses and 2 Lab courses.	18 [3x2 + 2x3] (T) + [2 x 3](L)	
		c. Generic Elective Course (GE) – 2 theory courses	3 [1 x2 + 1x1] (T)	
		d. Ability Enhancement Compulsory Course (AECC) 2 theory courses	4 [2 x 2] (T)	
		e. Skill Enhancement Course (SEC) – 4 courses - 1 theory course, 1 Lab course and 2 courses on Industrial Training	24 [1 x 2] (T) + [1 x 2](L) + [2 x 10] (Trg)	
4	B.B.A. in Financial Markets	a. Discipline Specific Core Course (DSC) – 14 theory courses	42 [14 x 3] (T)	120
		b. Discipline Specific Elective Course (DSE) – 8 theory courses	24 [8 x 3] (T)	
		c. Generic Elective Course (GE) – 10 courses : 8 theory courses , 1 course on Training and 1 course on Project	33 [8x3] (T) + [1 x 3] (Trg) + [1x6] (P)	

	d. Ability Enhancement Compulsory Course (AECC) 6 courses : 5 theory courses and 1 Lab course	12 [5 x 2] (T) + [1 x 2] (L)	
	e. Skill Enhancement Course (SEC) – 3 theory courses	9 [3 x 3] (T)	

C) Diploma Courses –

Sl	Program Name	Course Type	Course type wise credit	Program Credit
1	Diploma in Paramedical and Health Administration	a. Discipline Specific Core Course (DSC) – 4 theory courses	16 [4 x 4] (T)	40
		b. Generic Elective Course (GE) – 2 theory courses	8 [2 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 2 theory courses	8 [2 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 2 courses – 1 theory course & 1 Project.	8 [1x4](T) +[1x4](P)	
2	Diploma in Income Tax Procedure and Practice	a. Discipline Specific Core Course (DSC) – 4 theory courses	16 [4 x 4] (T)	40
		b. Generic Elective Course (GE) – 2 theory courses	8 [2 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 2 theory courses	8 [2 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 2 courses - 1 theory course & 1 Project.	8 [1 x 4] (T) + [1 x 4](P)	
3	Diploma in Income Tax	a. Discipline Specific Core Course (DSC) – 4 theory courses	16 [4 x 4] (T)	40
		b. Generic Elective Course (GE) – 2 theory courses	8 [2 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 2 theory courses	8 [2 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 2 courses – 1 theory course & 1 Project	8 [1 x 4] (T) + [1 x 4] (P)	

D) Certificate Courses –

Sl	Program Name	Course Type	Course type wise credit	Program Credit
1	Certificate course in Computer Application	a. Discipline Specific Core Course (DSC) – 4 courses : 2 theory courses and 2 Lab courses	9 [1 x 2 + 1 x 3] (T) + [2 x 2] (L)	20
		b. Generic Elective Course (GE) – 2 courses : 1 theory course and 1 Lab course	5 [1 x 3] (T) + [1 x 2] (L)	
		c. Ability Enhancement Compulsory Course (AECC) – 2 courses : 1 theory course and 1 Lab course	4 [1 x 2] (T) + [1 x 2] (L)	
		d. Skill Enhancement Course (SEC) – 1 Lab course	2 [1 x 2] (L)	

2	Certificate course in Office Management	a. Discipline Specific Core Course (DSC) – 2 theory courses	8 [2 x 4] (T)	20
		b. Generic Elective Course (GE) – 1 theory course	4 [1 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 1 theory course	4 [1 x 4] (T)	
3	Certificate course in E-Commerce	a. Discipline Specific Core Course (DSC) – 2 theory courses	8 [2 x 4] (T)	20
		b. Generic Elective Course (GE) – 1 theory course	4 [1 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 1 theory course	4 [1 x 4] (T)	
4	Certificate course in Computer Graphics, Animation Multimedia & Web designing	a. Discipline Specific Core Course (DSC) – 6 courses : 3 theory courses and 3 Lab courses	15 [3 x 3] (T) + [3 x 2] (L)	20
		b. Ability Enhancement Compulsory Course (AECC) 1 theory course	3 [1 x 3] (T)	
		c. Skill Enhancement Course (SEC) – 1 Project	2 [1 x 2] (P)	
5	Certificate course in Advertising and Sales Management	a. Discipline Specific Core Course (DSC) – 2 theory courses	8 [2 x 4] (T)	20
		b. Generic Elective Course (GE) – 1 theory course	4 [1 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 1 theory course	4 [1 x 4] (T)	

Sl	Program Name	Course Type	Course type wise credit	Program Credit
6	Certificate course in Retail Sales Management	a. Discipline Specific Core Course (DSC) – 2 theory courses	8 [2 x 4] (T)	20
		b. Generic Elective Course (GE) – 1 theory course	4 [1 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) – 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 1 theory course	4 [1 x 4] (T)	
7	Certificate course in Office Management and Secretarial Management	a. Discipline Specific Core Course (DSC) – 2 theory courses	8 [2 x 4] (T)	20
		b. Generic Elective Course (GE) – 1 theory course	4 [1 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) – 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 1 theory course	4 [1 x 4] (T)	

8	Certificate course in Taxation Practice and Tally	a. Discipline Specific Core Course (DSC) – 2 theory courses	8 [2 x 4] (T)	20
		b. Generic Elective Course (GE) – 1 theory course	4 [1 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) – 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 1 theory course	4 [1 x 4] (T)	
9	Certificate course in Foreign Languages	a. Discipline Specific Core Course (DSC) – 2 theory courses	8 [2 x 4] (T)	20
		b. Generic Elective Course (GE) – 1 theory course	4 [1 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) – 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 1 Practical course	4 [1 x 4] (L)	

E) Diploma/Advanced Diploma/Bachelor of Vocation degree

Sl.	Program Name	Course Type	Course type wise credit	Program Credit
1	1 Year Diploma in Capital Markets	a. Discipline Specific Core Course (DSC) – 5 theory courses	20 [5 x 4] (T)	40
		b. Generic Elective Course (GE) – 2 theory courses	8 [2 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 1 theory course	4 [1 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 2 courses - 1 theory course and 1 course on Project	8 [1x4] (T) + [1 x 4] (P)	
2	2 Years Advanced Diploma in Capital Markets	a. Discipline Specific Core Course (DSC) – 8 theory courses	32 [8 x 4] (T)	80
		b. Generic Elective Course (GE) – 6 theory courses	24 [6 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 4 theory courses	16 [4 x 4] (T)	
		d. Skill Enhancement Course (SEC) – 2 courses : 1 theory course and 1 course on Project	8 [1 x 4] (T) + [1x 4] (P)	
3	Bachelor of Vocation (B. Voc.) Degree in Capital Markets	a. Discipline Specific Core Course (DSC) – 12 theory courses	48 [12 x 4] (T)	120
		b. Generic Elective Course (GE) – 9 theory courses	36 [9 x 4] (T)	
		c. Ability Enhancement Compulsory Course (AECC) 6 courses - 5 theory courses and 1 course on Viva Voce	24 [5 x 4] (T) + [1 x 4] (V)	
		d. Skill Enhancement Course (SEC) – 3 courses - 2 theory courses and 1 course on project	12 [2 x 4] (T) + [1x 4] (P)	

6. EXAMINATION & EVALUATION:

- i. **Eligibility to appear in a Examination:** A candidate shall be eligible for appearing at any of the Semesters of UNDER-GRADUATE EXAMINATIONS, fulfilling the following two essential conditions:
- Minimum 75% attendance of lectures delivered in all courses
 - Students should appear in all internal assessments.

ii. **Internal Evaluation:**

The evaluation of the students shall be a continuous process and shall be based on their performances in internal and the End-Semester Examination. All the internal continuous evaluations shall be conducted by the Teachers of the Department. It shall be on the basis of Term Papers, Reports, Seminar Presentations, Class Tests, Field Work or any combinations thereof, spread over the entire period of study. The modalities of such assessment be recorded and documents will be preserved by the Centre and those must be placed before the Advisory Committee for verification purpose. The Internal Assessment marks shall be communicated to the Examination Branch of the University at least 10 days before the commencement of the University Examinations.

iii. **Final Evaluation:**

The final evaluation in a course means the total or aggregate of the marks obtained in internal evaluation and the marks obtained at the End-Semester Examination (Theoretical & Practical).

- iv. There shall be one written and one practical examination (where applicable) at the end of each semester as per the prescribed syllabus in the course concerned.
- v. An **undergraduate degree with Honours** in a specific program may be awarded if a student completes all the courses mentioned against each program in the following table –

Sl	Program Name	Course Type
1	B. Com Honours	14 Discipline Specific Core Courses (DSC) in Honours subject
		4 Discipline Specific Elective Courses (DSE) from a pool of courses
		4 Generic Elective Courses (GE) from a pool of courses
		2 Ability Enhancement Compulsory Courses (AECC)
		2 Skill Enhancement Courses (SEC)
2	B. B. A. Honours	14 Discipline Specific Core Courses (DSC).
		4 Discipline Specific Elective Courses (DSE).
		4 Generic Elective Courses (GE).
		2 Ability Enhancement Compulsory Courses (AECC).
		2 Skill Enhancement Courses (SEC).
3	B. C. A. Honours	24 Discipline Specific Core Courses (DSC).
		5 Discipline Specific Elective Courses (DSE).
		4 Generic Elective Courses (GE).
		2 Ability Enhancement Compulsory Courses (AECC).
		2 Skill Enhancement Courses (SEC).

vi. An **undergraduate degree** in a specific program may be awarded if a student completes all the courses mentioned against each program in the following table –

SI	Program Name	Number of courses of Course Components to be cleared
1	B. Com	12 core courses that includes 8(eight) Discipline Specific Core Courses (DSC) and 4 (four) Language Core Courses (LCC).
		4 Discipline Specific Elective Courses (DSE).
		2 Generic Elective Courses (GE).
		2 Ability Enhancement Compulsory Courses (AECC).
2	Bachelor Degree in Hospitality and Tourism Management	4 Skill Enhancement Courses (SEC).
		35 Discipline Specific Core Courses (DSC).
		4 Discipline Specific Elective Courses (DSE).
		2 Generic Elective Courses (GE).
3	Bachelor Degree in Hospitality Administration	2 Ability Enhancement Compulsory Courses (AECC).
		4 Skill Enhancement Courses (SEC).
		32 Discipline Specific Core Courses (DSC).
		7 Discipline Specific Elective Courses (DSE).
4	B.B.A. in Financial Markets	2 Generic Elective Courses (GE).
		2 Ability Enhancement Compulsory Courses (AECC).
		4 Skill Enhancement Courses (SEC).
		14 Discipline Specific Core Courses (DSC).
		8 Discipline Specific Elective Courses (DSE).
		10 Generic Elective Courses (GE).
		6 Ability Enhancement Compulsory Courses (AECC).
		3 Skill Enhancement Courses (SEC).

vii. A **diploma** in a specific program may be awarded if a student completes all the courses mentioned against each program in the following table –

SI	Program Name	Number of courses of Course Components to be cleared
1	Diploma in Paramedical and Health Administration	4 Discipline Specific Core Courses (DSC).
		2 Generic Elective Courses (GE).
		2 Ability Enhancement Compulsory Courses (AECC).
		2 Skill Enhancement Courses (SEC).
2	Diploma in Income Tax Procedure and Practice	4 Discipline Specific Core Courses (DSC).
		2 Generic Elective Courses (GE).
		2 Ability Enhancement Compulsory Courses (AECC).
		2 Skill Enhancement Courses (SEC).
3	Diploma in Income Tax	4 Discipline Specific Core Courses (DSC).
		2 Generic Elective Courses (GE).
		2 Ability Enhancement Compulsory Courses (AECC).
		2 Skill Enhancement Course (SEC).

viii. A **certificate** in a specific program may be awarded if a student completes all the courses mentioned against each program in the following table –

SI	Program Name	Number of courses of Course Components to be cleared
1	Certificate course in Computer Application	4 Discipline Specific Core Courses (DSC).
		2 Generic Elective Course (GE).

		2 Ability Enhancement Compulsory Courses (AECC). 1 Skill Enhancement Course (SEC).
2	Certificate course in Office Management	2 Discipline Specific Core Courses (DSC). 1 Generic Elective Course (GE). 1 Ability Enhancement Compulsory Course (AECC). 1 Skill Enhancement Course (SEC).
3	Certificate course in E-Commerce	2 Discipline Specific Core Courses (DSC). 1 Generic Elective Course (GE). 1 Ability Enhancement Compulsory Course (AECC). 1 Skill Enhancement Course (SEC).
4	Certificate course in Computer Graphics, Animation Multimedia & Web Designing	6 Discipline Specific Core Courses (DSC). 1 Ability Enhancement Compulsory Course (AECC). 1 Skill Enhancement Course (SEC).
5	Certificate course in Advertising and Sales Management	2 Discipline Specific Core Courses (DSC). 1 Generic Elective Course (GE). 1 Ability Enhancement Compulsory Course (AECC) . 1 Skill Enhancement Course (SEC).
6	Certificate course in Retail Sales Management	2 Discipline Specific Core Courses (DSC). 1 Generic Elective Course (GE). 1 Ability Enhancement Compulsory Course (AECC). 1 Skill Enhancement Course (SEC).
7	Certificate course in Office Management and Secretarial Management	2 Discipline Specific Core Courses (DSC). 1 Generic Elective Course (GE). 1 Ability Enhancement Compulsory Course (AECC). 1 Skill Enhancement Course (SEC).
8	Certificate course in Taxation Practice and Tally	2 Discipline Specific Core Courses (DSC). 1 Generic Elective Course (GE). 1 Ability Enhancement Compulsory Course (AECC). 1 Skill Enhancement Course (SEC).
9	Certificate course in Foreign Languages	2 Discipline Specific Core Courses (DSC). 1 Generic Elective Course (GE). 1 Ability Enhancement Compulsory Course (AECC). 1 Skill Enhancement Course (SEC) .

ix. **Diploma/Advanced Diploma/Bachelor of Vocation degree** in a specific program may be awarded if a student completes all the courses mentioned against each program in the following table –

Sl.	Program Name	Number of courses of Course Components to be cleared
1	1 Year Diploma In Capital Markets	5 Discipline Specific Core Courses (DSC).
		2 Generic Elective Courses (GE).
		1 Ability Enhancement Compulsory Course (AECC).
		2 Skill Enhancement Courses (SEC).
2	2 Years Advanced Diploma	8 Discipline Specific Core Courses (DSC).
		6 Generic Elective Courses (GE).

	in Capital Markets	4 Ability Enhancement Compulsory Courses (AECC). 2 Skill Enhancement Courses (SEC).
3	Bachelor of Vocation (B. Voc.) Degree in Capital Markets	12 Discipline Specific Core Courses (DSC).
		9 Generic Elective Courses (GE).
		6 Ability Enhancement Compulsory Courses (AECC).
		3 Skill Enhancement Courses (SEC).

- x. In the Semester system, the Under-Graduate Examinations will be held in six parts - The First and Second Semester for the first year students, the Third & Fourth Semester for the second year students and Fifth & Sixth Semester for the third year students. The academic session including the examinations for first, third and fifth semester is **July to December** and that for second, fourth and sixth semester is **January to June**.
- xi. In case of Diploma programs, Examinations will be held in two parts - The First Semester and Second Semester. The academic session including the examination for first semester is July to December and that for second semester is January to June.
- xii. The Certificate course is of only one semester. The academic session including the examination is either July to December or January to June.
- xiii. In Vocational programs, Examinations of 1 year Diploma and 3 year B. Voc. Degree will be same as Diploma program and Under-Graduate program respectively. The 2 year Advanced Diploma Examinations will be held in four parts -The First and Second Semester for the first year students and the Third & Fourth Semester for the second year students. The academic session including the examinations for first and third semester is July to December and that for second and fourth is January to June.
- xiv. Therefore, the Odd Semester (1st, 3rd or 5th) and Even Semester (2nd, 4th or 6th) examinations will be held on December and June respectively.

A student will have, at the most, five academic years or ten semesters to complete the Under-Graduate or B. Voc. degree programmes.

To complete 1 year Diploma and 2 year advanced Diploma, a student will have, at the most, two academic years (four semesters) and three academic years (six semesters) respectively.

For certificate programs, students having failed to clear in one or more papers will get only a single chance to clear those papers by appearing in the special supplementary examination scheduled to be held six weeks after the publication of the results.

- xv. A candidate to be eligible for appearing at any of the Semester(s) of UNDER-GRADUATE/DIPLOMA/VOCATIONAL/CERTIFICATE Examination must have minimum 75% attendance of lectures delivered. Award of 05 (five) marks on class attendance shall be given in the following manner:

Attendance of 75% and above but below 80% -- 02 marks
Attendance of 80% and above but below 85% -- 03 marks
Attendance of 85% and above but below 90% -- 04 marks
Attendance of 90% and above -- 05 marks

- xvi. Students should complete internal assessments before appearing at the respective semester examination and the marks obtained will be carried over in case students fail to pass the course(s). All the internal continuing evaluation will be conducted by the teachers of the Department. It shall be on the basis of dissertations / projects, term papers, reports, seminar presentations, field work, class

tests or any combinations thereof spread over the entire period of study. The modalities of such assessment will be recorded and documents will be preserved by the colleges at least for a period of six months after the publication of the result of the relevant Semester-end Examinations. The University Authority may ask for any such records, if required.

- xvii. To secure qualifying grade in a Course/Semester, a student has to secure the minimum qualifying percentage in the Written (including Practical) Examination and the Internal Assessment taken together.
- xviii. To qualify in a Practical-based course, an examinee is to appear in the Theoretical as well as the Practical portion of the examination in the same Semester.
- xix. A student failing to pass in one or more course(s) in 1st/2nd Semester Examination shall be permitted to re-appear in that course(s) in respective semester examinations of the following year as 2nd chance. A student will be permitted to clear his/her failed course(s) in maximum three consecutive chances for Undergraduate degree and B.Voc. degree courses and in maximum two consecutive chances for Diploma courses, irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester, or surrender her/his result of a particular Semester-end examination, it would be included within the stipulated three chances. These students will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on).
- xx. **Qualifying Marks:**
 - a) There shall be no qualifying marks for internal assessment but the candidates shall have to appear at the said part of the examination. There will be no scope of re-appearing in internal assessment examination for improvement of marks. Marks awarded in internal assessment will be credited to a candidate's performance in subsequent chances.
 - b) The qualifying marks shall be 40% in each course of a semester taken together of internal assessment and semester end examinations.
- xxi. If a candidate secures at least qualifying grade (D grade) in all courses of a semester, he / she / transgender will be declared to have qualified the said semester and the result will be shown as P (Promoted). However, if a student fails to secure qualifying grade D in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure qualifying grade in a particular Course, he / she / transgender will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances.
- xxii. The Semester-end examinations will be held in the last months of the semesters, namely December (in the odd semesters) and in June (in the even semesters). The internal assessments will continue through the Semester.
- xxiii. If a student wishes to switch to a Program Course from an Honours Program Course before the 1st semester examination, he/she/transgender has to leave the Honours Program Course and take re-admission in the next year in his/her preferred Program Course.
- xxiv. All examinations shall be conducted ordinarily by means of printed question papers.
- xxv. All answer scripts and other examinations related papers of Undergraduate examination shall be disposed by the University on expiry of six months from the date of the publication of result of the

respective examinations.

xxvi. Provisional Result and Grade Card:

The provisional result of each semester will be published stating only the total marks and SGPA (Semester Grade Point Average) obtained by a candidate and the 'Grade Sheet cum Report Card' would be issued showing the details of courses studied (code, title, marks, number of credits, grade secured) along with SGPA of that semester and CGPA of all the semesters.

xxvii. Semester Not Cleared: If a candidate fails to secure qualifying (pass) marks in one course or more in a particular semester examination his/her result of semester examination will be declared as 'SNC' (i.e., Semester Not Cleared). The result of final semester examination of any programme shall be kept withheld unless a candidate clears all the semesters within the stipulated chances. He/she/transgender would be declared to have passed the final examination in the year in which he/she clears his/her all semesters.

xxviii. Position in the Merit List: To qualify for position in the merit list a candidate shall have to pass all the semesters in his/ her regular chances.

xxix. Validity of Students Enrollments / Registration: A candidate (of Undergraduate / B. Voc. Programme) shall have to complete each semester examination with 3 (Three) consecutive chances including his/her first appearance in the concerned semester examination. A candidate (of 1 year diploma program / 2 year Advanced diploma program) shall have to complete each semester examination with 2 (two) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed.

xxx. Promotion: In the Semester system, there would be automatic promotion right from the first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.

xxxi. Total Marks Distribution: (For three years degree courses)

a) Total Marks Distribution for B.Com (Honours), BBA (Honours) and B.Com (General)

(Except for AECC 1 and AECC 2)

Examination	Practical Based Course	Duration of Exams	Non Practical Based Course	Duration of Exams
Semester End Examination(Theoretical)	40	2 hours	60	2 hours
Semester End Examination(Practical)	20	Up to 5 hours	-	-
Continuing Evaluation/Internal Assessment /Mid Semester Exams(By CIS)	10		10	
Attendance	5		5	
TOTAL	75		75	

**Total Marks Distribution for B.Com (Honours), BBA (Honours) and B.Com (General)
(for AECC 1 and AECC 2)**

Examination	Practical Based Course	Duration of Exams	Non Practical Based Course	Duration of Exams
Semester End Examination(Theoretical)	80	2.5 hours	35	2 hours
Continuing Evaluation/Internal Assessment /Mid Semester Exams(By CIS)	15		10	
Attendance	5		5	
TOTAL	100		50	

b) Total Marks Distribution for BCA (Honours), BBA (Financial Markets), Bachelor Degree In Hospitality Administration (BHA), Bachelor Degree In Hospitality & Tourism Management (BHTM) and Bachelor of Vocation (B.Voc.) Degree.

Examination	Marks	Duration of Exams	Continuing Evaluation/Internal Assessment/Mid Semester Exams (By CIS)	Attendance	Total
Semester End Examination (Theoretical)	70	3 hours	25	5	100
Semester End Examination (Practical)	60	3 hours	35	5	100

xxxii. Total Marks Distribution (For One/Two year Diploma courses)

Examination	Theory	Duration of Exams	Practical	Duration of Exams
Semester End Examination(Theoretical)	70	3 hours	-	-
Semester End Examination(Practical)	-	-	60	3 hours
Continuing Evaluation/Internal Assessment/Mid Semester Exams(By CIS)	25		35	
Attendance	5		5	
TOTAL	100		100	

xxxiii. Total Marks Distribution (For Six months certificate courses)

Examination	Theory	Duration of Exams	Practical	Duration of Exams
Semester End Examination (Theoretical)	35	2 hours	-	-
Semester End Examination(Practical)	-	-	25/30	2 hours
Continuing Evaluation/Internal Assessment /Laboratory Performance /Mid Semester Exams (By CIS)	10		10/15	

Attendance	5		5	
TOTAL	50		40/50	

The modalities of the continuing evaluation will be decided by the respective Board of Studies taking any one or two items from **clause 6 (xvi)**

xxxiv. **Question pattern:**

a) For 80 Marks (Theory Exam)

S.L. No.	Questions To be answered	Out of	Marks of each question	Total Marks
1.	10	12	1	$10 \times 1 = 10$
2.	5	7	5	$5 \times 5 = 25$
3.	3	5	15	$3 \times 15 = 45$

b) For 70 Marks (Theory Exam)

S.L. No.	Questions To be answered	Out of	Marks of each question	Total Marks
1.	10	12	1	$10 \times 1 = 10$
2.	3	5	5	$3 \times 5 = 15$
3.	3	5	15	$3 \times 15 = 45$

c) For 60 Marks (Theory Exam)

S.L. No.	Questions To be answered	Out of	Marks of each Question	Total Marks
1.	10	12	1	$10 \times 1 = 10$
2.	4	6	5	$4 \times 5 = 20$
3.	2	4	15	$2 \times 15 = 30$

d) For 40 Marks (Theory Exam)

S.L. No.	Questions To be answered	Out of	Marks of each question	Total Marks
1.	10	12	1	$1 \times 10 = 10$
2.	4	6	5	$4 \times 5 = 20$
3.	1	2	10	$1 \times 10 = 10$

e) For 35 Marks (Theory Exam)

S.L. No.	Questions To be answered	Out of	Marks of each question	Total Marks
1.	10	12	1	$1 \times 10 = 10$
2.	3	5	5	$3 \times 5 = 15$
3.	1	2	10	$1 \times 10 = 10$

f) For 60 Marks (Practical Exam)

S.L. No.	Questions To be answered	Out of	Marks of each question	Total Marks
1.	2	10	20	$2 \times 20 = 40$
2.	Viva & voce			20

g) For 30 Marks (Practical Exam)

S.L. No.	Questions To be answered	Out of	Marks of each Question	Total Marks
1.	2	10	10	2×10 = 20
2.	Viva & voce			10

h) For 25 Marks (Practical Exam)

S.L. No.	Questions To be answered	Out of	Marks of each question	Total Marks
1.	2	10	10	2×10 = 20
2.	Viva & voce			5

i) For 20 Marks (Practical Exam)

S.L. No.	Questions To be answered	Out of	Marks of each question	Total Marks
1.	1	5	10	1×10 = 10
2.	1	5	5	1×5 = 5
3.	Viva & voce			5

xxxv. The schedule for the End-Semester Examination shall be prepared and announced by the Controller of Examinations. Except for exigencies, all the examinations shall usually be held within the dates specified in the Academic Calendar.

xxxvi. Two sets of question paper for each course/ unit will be set by internal/ external paper setters(s). The concerned Board of Studies will recommend the names of the Paper- Setters, Moderators, Examiners, Scrutinizers, Tabulators and Reviewers.

7. Result

- i. The final result of a candidate shall be determined on the basis of Cumulative Grade Point Average (CGPA).
- ii. Grade card shall be made as per grading system. Course-wise marks (internal and term end exams added together) will be converted into percentage of mark. Percentage of marks will be converted into Grade Letter and Grade Point. Credit and Grade point will be converted into Credit Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.
- iii. The Grade Card of a Semester shall be issued only after completion of that Semester.
 - a. Conversion of marks into grade letter and grade point

% of Marks	Letter Grade	Grade Point
90 and above	O (Outstanding)	10
>= 80 to <90	E (Excellent)	9
>= 70 to < 80	A (Good)	8
>=60 to < 70	B (Above Average)	7
>= 50 to < 60	C (Average)	6
>=40 to < 50	D (Below Average)	5
<40	F (Fail)	2
Absent	I (Incomplete)	0

b. Computation of SGPA

Course	Credit	Grade-Letter	Grade Point	Credit Point
Course 1	5	E	9	5 X 9 = 45
Course 2	5	O	10	5 X 10 = 50
Course 3	5	A	8	5 X 8 = 40
Course 4	3	B	7	3 X 7 = 21
Course 5	2	B	7	2 X 7 = 14
Total	20			170

$$SGPA = \frac{\sum_{i=1}^n \text{Credit}(\text{Course}_i) \times \text{Grade_Point}(\text{Course}_i)}{\sum_{i=1}^n \text{Credit}(\text{Course}_i)}$$

Where **n** denotes the number of courses in each semester. SGPA = 170 / 20 = 8.50

c. Computation of CGPA

	Semester-1	Semester- 2	Semester- 3	Semester- 4	Semester- 5	Semester- 6
Credit	20	20	20	20	20	20
SGPA	7.3	8.5	7.6	8.2	7.6	7.8
Credit X SGPA	20 X 7.3 =	20 X 8.5 =	20 X 7.6 =	20 X 8.2 =	20 X 7.6 =	20 X 7.8 =
	146	170	152	164	152	156
CGPA	7.3	7.9	7.8	7.9	7.84	7.83

$$CGPA = \frac{\sum_{i=1}^n \text{Credit}(\text{Semester}_i) \times \text{SGPA}(\text{Semester}_i)}{\sum_{i=1}^n \text{Credit}(\text{Semester}_i)}$$

Where 'n' denotes the number of semesters.

e.g. For Degree Course n = 6, Diploma Course n = 2, 4 and 6 for 1 year, 2 years and 3 years course respectively , Certificate Course n = 1.

e.g. CGPA up to 3rd Semester of a candidate = (146 + 170 + 152)/(20 + 20 + 20) = 7.8

and final CGPA of a candidate = (146 + 170 + 152 + 164 + 152 + 156) / (20 + 20 + 20 + 20 + 20 + 20) = 7.83

8. PROVISIONS FOR REVIEW

- i. A candidate may apply for Post-Publication-Review (PPR) of his/her answer script(s) in the prescribed form and manner and submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations at the time of publication of result. Such applications must be checked and verified by the college(s) concerned as regards to the eligibility of candidate(s) applying for review. All such applications must be forwarded by the Principal/Teacher-in-Charge of the college concerned.
- ii. There shall be no Post Publication Review of Practical papers, Oral Examinations and Project Work/Field Work if any.
- iii. Incomplete and Faulty application is liable to be rejected without assigning any reason or

without any intimation to the candidate or college concerned.

- iv. Under no circumstances fees for Post Publication Review once paid are refunded.
- v. A student may apply for review of maximum two theoretical courses in the prescribed form in a particular Semester Examination.
- vi. Post-Publication Review (PPR) and Post-Publication Scrutiny (PPS) of the same paper(s) in a course shall not be allowed.
- vii. Finalization of Review Results: If the marks awarded by Post-Publication Review Examiner in a Paper do not exceed the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper. If the increase of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the increase of marks to the full extent will be accepted as corrected original award of the candidate. If the marks awarded by Post-Publication Review Examiner in a Paper do not reduce the original award by more than 20% of the full marks in that Paper, the Review Examiner's award will be accepted as final marks in that Paper, If the decrease of marks exceeds 20% of the full marks in that Paper, the answer script will be evaluated by a third examiner (external) and the final marks will be the average of the three examiners. However, if it is found that there was error in calculating total marks of the original award, the change of marks to the full extent will be accepted as corrected original award of the candidate.

Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained.

The decrease in marks will not be considered if such reduction results the failure of a successful candidate who has secured already qualifying grade prior to review.

9. SCRUTINY OF ANSWER-SCRIPTS (PPS)

- i. If the results of a candidate of Honours Program/Program(s) of any part of his/her examination do not come under the purview of Post-Publication Review, he / she / transgender may apply for Post-Publication Scrutiny of his/her one or more answer-scripts irrespective of marks.
- ii. "Post-Publication Scrutiny (PPS)" does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain-

Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper.

Totaling of marks awarded by the examiners on the scripts/marks-slips, as the case may be, has correctly been done.

10. COMPENSATORY TIME FOR PERSON WITH DISABILITY (PWD) CANDIDATES:

- i. PWD Candidates are provided extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.
- ii. PWD Candidates are allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger / hands thereby preventing them from writing. (ii) Who are blind or have impaired vision, (iii) who is dyslexic (iv) who are autistic.

- iii. If a PWD candidate wants to avail compensatory time or scribe he / she / transgender must apply with all relevant documents to the Principal /Tic during form fills up of each part/semester examination and the same application be forwarded by the Principal/ TIC to the Controller of Examinations in time.
- iv. If it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time, he / she / transgender will be excluded from the process of evaluation and legal action maybe initiated by the authority in this regard.

11. BREACH OF DISCIPLINE BY ANY EXAMINEE IN CONNECTION WITH UNIVERSITY EXAMINATIONS:

- i. The Centre-in-Charge of any University Examination held at a centre will, on his/her own or on the basis of reports received from the invigilator(s) / members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the said course (s) / paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material (s) or smuggling, written answer scripts/loose sheets from outside. On expulsion, he / she / transgender will be debarred from appearing at the said part of the examination.
- ii. Signature (s) of each of the expelled candidates may be obtained on the incriminating document (s) found in his/her possession and the same must be attached to the main answer script (s). If a candidate refuses to put his/her signature on the incriminating document (s) the invigilator(s)/members of the visiting team will certify the matter and the Centre-in-Charge will take immediate action as in regulation 20.1 on the basis of the certificate / report of the room invigilator(s)/members of the visiting team.
- iii. It however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indiscipline behavior, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination (s) of the remaining subject (s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action. In such cases as detailed in above paragraph the Committee of Discipline, duly constituted by the Vice-Chancellor may note the action, if already taken by the Centre-in-Charge, but will not lessen the penalty already given by the Centre-in-Charge.
- iv. The Committee of Discipline, however, may recommend further penal action to be taken against such candidate(s). If the Centre-in-Charge, instead of taking any action against such a candidate, forward the case along with the detailed report the Committee of Discipline may take penal action as it may deem fit.
- v. When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its

implementation.

- vi. If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/Room Invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.
- vii. An examiner may forward to the Controller of Examinations of the University through the chairperson of the concerned examination or to the Controller of Examination directly if there is no Chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the Committee of Discipline if, in his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions.
- viii. If an examinee uses filthy languages against the Centre-in-Charge/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to indiscipline behavior inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the Centre-in-Charge may send his/her answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining course(s)/subject(s).
- ix. Non-submission of scripts-If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. A diary should be lodged on the day with the local police station. A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.
- x. Torn scripts-In case of a script being willfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.
- xi. Report on R. A. cases from any end should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.
- xii. On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges leveled against the candidate.
- xiii. If the Committee of Discipline is satisfied that the charge/charges leveled against any candidate in terms of above mention rules is/are true, it may recommend any one or multiple of the following actions :-
 - a. Cancellation of examination of the candidate in the concerned paper
 - b. Cancellation of the entire examination of the candidate and if necessary also
 - c. Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit on the basis of available document(s) in absentia.

- d. The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges leveled against him/her if in its judgment the candidate concerned is innocent.
- xiv. The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he / she / transgender thinks fit. The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.
- xv. All questions arising in relation to the interpretation of these Regulations shall be referred to the Executive Council for decision and the decision of the University Council will be final and binding.
- xvi. The Board of Discipline (**UNDER-GRADUATE EXAMINATION**) may be constituted with the following members.
- 1) Controller of Examinations (Convener)
 - 2) Inspector of Colleges
 - 3) One member of EC to be nominated by EC
 - 4) Three Teachers of Under-Graduate Colleges/Post Graduate Departments to be nominated by the Controller of Examinations.

The tenure of this committee will be four years from the date of its constitution

12. TERMINATION FROM THE COURSE

If a student newly admitted to the first semester remains absent from attending classes for more than the first 15 days continuously without any intimation, her/his admission will stand cancelled.

13. In any case of any situation or not covered under these Regulations the Vice-Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes /Ordinances with respect to any or all of them.

If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.

14. Registration of Students:

The “**Centre for Innovative Studies**” shall follow the norms prescribed by the Act, Statutes, Ordinances, Regulations and Rules of the **NBU** in admitting students conferring degree/diploma/certificate and conducting courses.

The admission of students including academic and administration of the “**Centre for Innovative Studies**” shall be the discretion of the “**TECHNO**” but **NBU** shall have the right to oversee such functioning.

15. Management:

The Courses shall be run on self-financed basis in association with the Techno Academia (A unit of Techno India Group) under supervision and control of the Advisory Committee as mutually constituted and approved by the Executive Council of the University (as mentioned in serial no. 2).

In any case not covered by these Regulations, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statute/Ordinances.

**REGULATIONS RELATING TO SPECIFY THE DUTIES AND RESPONSIBILITIES
OF SYSTEM MANAGER TO BE READ ALONG WITH THE EXISTING STATUTES.**

System Manager

- a) The **System Manager** shall be a whole-time Officer of the University appointed by the Executive Council on the recommendation of the Standing Committee. The procedure and method of such appointment shall be in accordance with the provisions of the Ordinances made for the purpose.
- b) The System Manager shall be the Head of the Computer Centre.
- c) The System Manager shall perform the following duties:-
 - (i) to prepare an annual plan of work of the Centre for consideration of the Advisory Committee;
 - (ii) to assign work as per the plan to the Officers and staff of the Centre and assess the performance;
 - (iii) to undertake programmes/project for installation and optimal use of computers and other networking equipment and their maintenance in consultation with the user departments;
 - (iv) to design and provide individual and/or group instruction and/or training /or teaching to end users (Teachers, Officers, Staffs and Students) on new or updated technologies or applications or on general IT awareness in collaboration with other departments;
 - (v) to maintain proper records as required under the U.G.C. guidelines and submit annual reports of work done by the Computer Centre to the Advisory Committee;
 - (vi) to prepare an inventory of Computer and Networking equipment's kept in stock of the departments of the University;
 - (vii) to prepare the annual budget of the Computer Centre for its approval by the Executive Council, and
 - (viii) to perform such other functions as may be deemed necessary for proper functioning of the Centre.
 - (ix) The System Manager shall work a Web-Master of the University.
 - (x) The System Manager shall hold overall control over the Website of the University. However, he/she will have to coordinate with the Registrar and shall work for the website under the supervision of the Registrar.
 - (xi) The System Manager shall have to Oversee the Smart and Virtual Class rooms of the Academic Department are operational.
 - (xii) The System Manager shall have to provide technical support services to the Internal Quality Assessment Cell, Library and such other Academic and Administrative Departments.
- d) Subject to the authority of the Vice-Chancellor, the System Manager shall have the power of supervision and control over all Officers and employees serving in the Centre.
- e) The System Manager shall act under the supervision, direction and general control of the Vice-Chancellor.

**REGULATIONS RELATING TO SPECIFY THE DUTIES AND RESPONSIBILITIES OF
TECHNICAL OFFICER-II TO BE READ ALONG WITH THE EXISTING STATUTES.**

Technical Officer II

- (a) The Technical Officer II shall be a whole time officer of the University appointed by the Executive Council on the recommendation of the Standing Committee. The procedure and method of such appointment shall be in accordance with the provisions of the Ordinances made for the purpose.
- (b) The Technical Officer II shall be responsible for the maintenance and proper functioning of all the scientific instruments of USIC and also be required to design, develop and implement new systems / technology as may be required from time to time.
- (c) The Technical Officer II shall perform such functions as may, with the approval of the Vice-Chancellor be assigned to him by the Head USIC.
- (d) The Technical Officer II shall act under the supervision, direction and general control of the Head USIC.

**REGULATIONS RELATING TO SPECIFY THE MODIFIED DUTIES AND
RESPONSIBILITIES OF PROGRAMMER WITH CERTAIN INCLUSIONS
TO BE READ ALONG WITH THE EXISTING STATUTES.**

Programmer

- a) The **Programmer** shall be a whole time officer of the University appointed by the Executive Council on the recommendation of a Standing Committee, the procedure and method of such selection being in accordance with the provisions of the Ordinance made for the purpose.
- b) The duties of the Programmer shall be -
 - (i) to develop, implement and sustainment support of applications or systems as required by various department of the University under the supervision of Head, Computer Centre.
 - (ii) to provide individual and/or group instruction and/or training /or teaching to end users (Teachers, Officers, Staffs and Students) on new or updated technologies or applications as assigned by the Head, Computer Centre
 - (iii) to assist users in writing programmes for their problems and in developing algorithms for such problems, in consultation with System Engineer, Computer Centre
- c) The programmer shall be under the supervision, direction and general control of the Head of the Computer Centre and shall perform such other functions as may be directed by the Vice-Chancellor.

**REGULATIONS RELATING TO SPECIFY THE MODIFIED DUTIES AND
RESPONSIBILITIES OF SYSTEM ENGINEER WITH CERTAIN INCLUSIONS
TO BE READ ALONG WITH THE EXISTING STATUTES.**

System Engineer

- b) The **System Engineer** shall be a whole-time officer of the University appointed by the Executive Council on the recommendation of the Standing Committee, the procedure and method of such selection being in accordance with the provisions of the Ordinances made for the purpose.
- c) The duties of the System Engineer shall be -
 - (i) Maintenance University LAN, all computer systems in the Computer Centre including the servers
 - (ii) To design, develop and implement new systems as assigned by the Head Computer Centre
 - (iii) To provide individual and/or group instruction and/or training /or teaching to end users (Teachers, Officers, Staffs and Students) on new or updated technologies or applications as assigned by the Head, Computer Centre
- d) The System Engineer shall be under the supervision, direction and general control of the Head of the Computer Centre. He shall perform such other functions as may, with the approval of the Vice-Chancellor, be assigned to him by the Head of the Computer Centre.

**REGULATIONS RELATING TO SPECIFY THE DUTIES AND RESPONSIBILITIES
OF ASSISTANT CURATOR (MUSEUM) TO BE READ ALONG WITH
THE EXISTING STATUTES.**

Assistant Curator (Museum)

- (a) The Assistant Curator shall be a whole time officer of the University appointed by the Executive Council on the recommendation of the Standing Committee. The procedure and method of such appointment shall be in accordance with the provisions of the Ordinances made for the purpose.
- (b) The Assistant Curator shall –
 - (i) be responsible for the proper maintenance and development of Museum and Art Gallery.
 - (ii) be responsible for the proper maintenance of the Stock register which shall contain entries of all materials in possession of the Museum and Art gallery and in getting the entries duly authenticated by such person or persons as may be authorised.
 - (iii) Maintain in an effective way so that the students and the Research Scholars and others connected with the studies of ancient History and Culture can be benefited in their pursuit of knowledge in the concerned field of studies.
 - (iv) Arrange for the cataloguing of the Museum objects.
- (c) The Assistant Curator shall act under the supervision, direction and general control of the Vice-Chancellor / Director of the Museum.

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